

## HOW TO REGISTER FOR THE COMMON TRAINING FOR DPRV PERSONNEL COURSE (Course ID #: C1501)

The most up-to-date schedule will be located at <http://training.sae.org/seminars/c1501/>. Below is an example of the upcoming schedule.

1. You will first identify the preferred date and location of the class you want to register for.
2. Select the “**Register**” button next to your preferred class.

The screenshot shows the SAE International website interface. The top navigation bar includes links for HOME, AEROSPACE, AUTOMOTIVE, COMMERCIAL VEHICLE, TOPICS, and SHOP. A search bar is located on the right. The main content area is titled "Common Training For DPRV Personnel" and lists a series of training sessions with their respective dates, times, and locations. Each session has a "Register" button next to it. The sessions are listed as follows:

Date	Time	Location	Action
May 5-7, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
May 12-14, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
May 13-15, 2015	8:30 a.m. - 4:30 p.m.	Newton Abbot, United Kingdom	Register
May 18-20, 2015	8:30 a.m. - 4:30 p.m.	Warrendale, Pennsylvania	Register
May 18-20, 2015	8:30 a.m. - 4:30 p.m.	St Pierre du Perray, France	Register
May 27-29, 2015	8:30 a.m. - 4:30 p.m.	Clackamas, Oregon	Register
June 2-4, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
June 9-11, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
June 16-18, 2015	8:30 a.m. - 4:30 p.m.	Troy, Michigan	Register
June 29-July 1, 2015	8:30 a.m. - 4:30 p.m.	Norwalk, California	Register
July 7-9, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
July 14-16, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
July 21-23, 2015	8:30 a.m. - 4:30 p.m.	Warrendale, Pennsylvania	Register
August 4-6, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
August 10-12, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
August 18-20, 2015	8:30 a.m. - 4:30 p.m.	Troy, Michigan	Register
August 25-27, 2015	8:30 a.m. - 4:30 p.m.	Norwalk, California	Register
September 1-3, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
September 9-11, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
September 15-17, 2015	8:30 a.m. - 4:30 p.m.	Warrendale, Pennsylvania	Register
September 22-24, 2015	8:30 a.m. - 4:30 p.m.	Seattle, Washington	Register
October 6-8, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
October 13-15, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
October 20-22, 2015	8:30 a.m. - 4:30 p.m.	Troy, Michigan	Register
October 27-29, 2015	8:30 a.m. - 4:30 p.m.	Norwalk, California	Register
November 3-5, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
November 10-12, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
November 17-19, 2015	8:30 a.m. - 4:30 p.m.	Warrendale, Pennsylvania	Register
December 1-3, 2015	8:30 a.m. - 4:30 p.m.	New Britain, Connecticut	Register
December 8-10, 2015	8:30 a.m. - 4:30 p.m.	West Chester, Ohio	Register
December 15-17, 2015	8:30 a.m. - 4:30 p.m.	Troy, Michigan	Register

Below the list, there is a section for "Hotel & Travel Information" which states: "In the aerospace industry, supplier self-release is a process whereby a supplier has been provided the authority to act on behalf of a delegating organization to verify and release products without additional oversight from that delegating organization. Currently, each of these delegating organizations manages and conducts a unique training program for individuals responsible for their self-release overcheck process. For suppliers producing..."

(Go to next page)

3. Most delegates will be new to SAE, so registration is required. Registration will ensure your training records recorded correctly. Select **“Sign Up / Get Started Now”**

### SAE Website Login

#### MySAE Login

User Id:

Password:

Remember me! [\(What's this?\)](#)

[Your User Id may be an Email address. The password field is case sensitive.](#)

[Forgot your User ID or Password?](#)

**Login**

#### New to MySAE?

Use MySAE to personalize your sae.org experience and get latest news and information tailored to you, your interests and your industry!

**Sign Up / Get Started Now**

4. The website will want to search using your name and email to ensure you do not duplicate an existing account. Insert your **“Last (Family) Name”** and **“Email”** and select **“Search”**.

### Create SAE Login

Use MySAE to personalize your sae.org experience and get latest news and information tailored to you, your interests and your industry!

**Begin the process of setting up your User ID and Password Now!**

First we will see if you are already in our database, please choose one of the following search options:

#### Search for Account

1. **Customer Number**

*10 digit number (ex: 610000123)*

**Or**

2. **Last (Family) Name**

**Email**

**Search**

(Go to next page)

5. Most likely the search will result in the following.

You were not found by the search process. Please continue with the Create Login process by completing the information below. If you believe your record should exist in the database, please call Customer Service for assistance at 1-877-606-7323 or 1-724-776-4970.

## SAE Web Registration (part 1 of 2)

[Our Privacy Policy](#)

SAE Web Registration Form			
<b>Salutation</b>			
<input type="radio"/> Mr. <input type="radio"/> Ms.			
<b>First (Given)*</b>	<b>Middle</b>	<b>Last (Family)*</b>	<b>Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="(your name)"/>	<input type="text"/>
<b>Employment Status*</b>		<b>Preferred Email Format</b>	
<input type="text"/>		<input type="radio"/> HTML <input type="radio"/> Plain Text	
<b>Email Address*</b>			
<input type="text" value="yourname@yourcompany.com"/>		<b>Note:</b> Will also be your SAE <b>User Id</b> for login.	
<b>Select a Password</b>			
Must be at least 5 characters in length and cannot exceed 15 characters; can include numbers and letters; can be in upper or lowercase; can include only these special characters: dash (-), underscore (_), or period (.).			
<b>Password*</b>	<b>Re-type Password*</b>		
<input type="text"/>	<input type="text"/>		
* denotes required field.			<b>Save &amp; Proceed &gt;</b>

6. Complete the information fields and select "Save & Proceed".

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7. You will then be shown the customer profile screen below. Complete as much information as you would like. Fields with an \* are required fields. Once completed, select "Save & Proceed".

SAE Web Registration Form	
<b>Business</b>	
To activate our business name search feature, please type a minimum of the first 3 characters of your business name into the box below. This will begin to search our database and display any available matches, which you can then select from the list. If your business name does not appear, please finish typing the complete business name and we will have it added to our database	
Business Name: <input type="text"/> (Maximum characters: 40)	
<b>What is your company's primary business, service or product manufactured?*</b>	
<input type="text" value="Select"/>	<input type="text" value="Select Primary Industry Category"/>
<b>Job Category*</b>	<b>Secondary Job Category</b>
<input type="text"/>	<input type="text"/>
<b>Job Title*</b>	
<input type="text"/>	
<b>Technology Interest</b> (Check all that apply)	
<input type="checkbox"/> Bodies and Structures	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Chassis	<input type="checkbox"/> Materials
<input type="checkbox"/> Design Engineering and Styling	<input type="checkbox"/> Noise, Vibration and Harshness
<input type="checkbox"/> Electrical, Electronics and Avionics	<input type="checkbox"/> Parts and Components
<input type="checkbox"/> Environment	<input type="checkbox"/> Power and Propulsion
<input type="checkbox"/> Fuels and Energy Sources	<input type="checkbox"/> Quality, Reliability and Durability
<input type="checkbox"/> Human Factors and Ergonomics	<input type="checkbox"/> Safety
<input type="checkbox"/> Interiors, Cabins and Cockpits	<input type="checkbox"/> Tests and Testing
<input type="checkbox"/> Maintenance and Aftermarket	<input type="checkbox"/> Transportation Systems
<input type="checkbox"/> Management and Product Development	<input type="checkbox"/> Vehicles and Performance
<b>Address</b>	
<b>Preferred Address*</b>	<b>Country*</b>
<input type="radio"/> Home <input type="radio"/> Business	<input type="text" value="United States"/>
<b>Department / Division</b>	<b>Mail Stop</b>
<input type="text"/>	<input type="text"/>
<b>Street*</b>	<b>Suite/Apt</b>
<input type="text"/>	<input type="text"/>
<b>City*</b>	<b>*State:</b>
<input type="text"/>	<input type="text" value="&lt;N/A&gt;"/>
<b>Postal Code*</b>	<b>County*</b> (CA,FL,GA,NC,NY,OH,VA) only
<input type="text"/>	<input type="text" value="&lt;N/A&gt;"/>
<b>Telephone *</b>	<b>Fax</b> Required for fax orders.
<input type="text"/> - <input type="text"/> - <input type="text"/> ext <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> ext <input type="text"/>
<b>Warning: When you click "Proceed" your account will be created and you will not be able to use the back button to make changes.</b>	
* denotes required field.	
<b>Save &amp; Proceed &gt;</b>	

8. If any of the required information is missing, you will be prompted to complete the information field.

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9. If you have been successful, you will be taken to this screen containing your User ID and Password. Select “Proceed” to continue.

## Login Confirmation

Welcome to the SAE Website. Your User Id and Password are listed below; please retain for future reference. Your User Id and Password will also be confirmed by email. Press the 'Proceed' button to continue.

Your SAE User Id: yourname@yourcompany.com

Your SAE Password: bigdog

Remember me! ([What's this?](#))

Proceed

10. The next screen will automatically fill-in the information based on the class date and location you selected. Select the box next to “Nonmember” and then select “Proceed”.

### SAE Home > Conferences & Education

, Common Training For DPRV Personnel

May 13-15, 2015

Newton Abbot, United Kingdom

## Registration Form

**Selections** > Summary > Address > Demographics > Confirm > Receipt

\* denotes required fields. Welcome **My first name Your Last Name**. Please complete this registration.

[Learn More >](#)

### Substantial Savings

Become an [SAE member](#) and receive discounts (up to 20%), based on your membership level, for this event. You must return to this registration once you complete the membership application.

Attend Options For: **Nonmember**

#### Nonmember Attend Options

	Tickets	Status	Rate
<input type="checkbox"/> Nonmember			\$

Proceed

(Go to next page)

11. You will then go to a few more screens including a screen with VAT information (if applicable), and a couple demographic screens where you will be asked a few more questions.

12. Finally, you will reach the payment screen. Complete the information and select “**Send Order**”. If successful, you will receive a confirmation email.

If you have any difficulties, please contact SAE Customer Service at [customerservice@sae.org](mailto:customerservice@sae.org). You may also give them a call at 877-606-7323 (U.S. and Canada only), 724/776-4970 (outside the U.S. and Canada).