Creating a User Account

In order to register for any Bay Area UASI Regional Training & Exercise Program courses, you must be employed in one of the 12 Bay Area UASI counties, which includes the counties of: Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma.
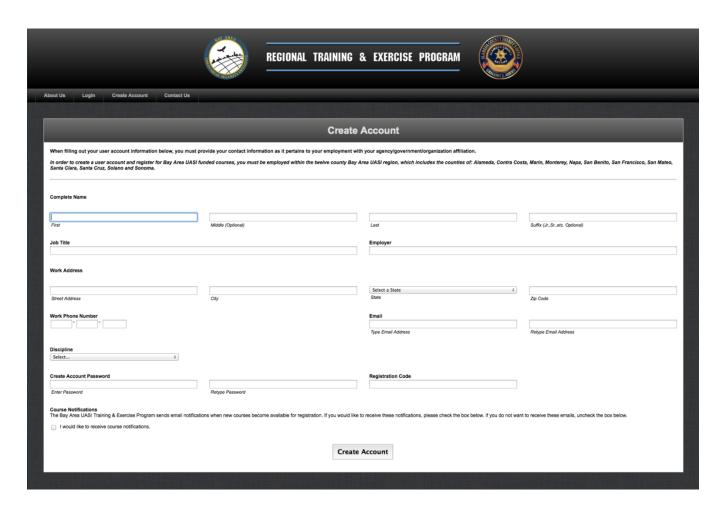
Creating a Website User Account

In order to register for courses through the Regional Training & Exercise Program, you must create a user account on the Regional Training & Exercise Program's website located at https://www.bauasitep.org.

Note: *Please create only one user account.*
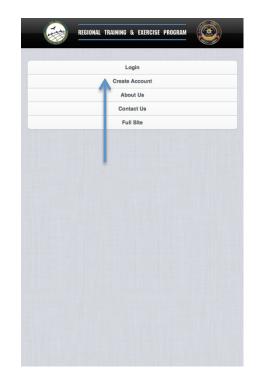
On the website, click the "Create Account" button.

Complete the form using your employment information as is pertains to your agency/government/organization/business affiliation. When you reach the field for the registration code, enter the following: **#4tepregistration**

It is recommended that users check the box to receive course notifications if you wish to attend training courses. In some cases, due to the popular demand of some courses, the registration reaches capacity within a matter of minutes of the course announcement being emailed to users.

If you are using a mobile device, the website will redirect you to a mobile version of the site. The procedure to create a user account is the same as the full site.

Website Email Notifications

The Regional Training & Exercise Program sends email notifications to users about new courses available for registration, registration confirmations / registration status changes, course reminders for registered students, among others. If at any time you wish to stop receiving course notification emails from the Regional Training & Exercise Program, you may log into your account and select "My Account" and uncheck the box to receive the notifications.

Note: The automated emails users receive are sent by the website server with the sole purpose of delivering bulk email notifications. The email address, info@bauasitep.org, used to send these emails is not monitored by the Regional Training & Exercise Program staff and should not be used to communicate with the Regional Training & Exercise Program. If you need to contact the Regional Training & Exercise Program staff or notify the Regional Training & Exercise Program staff about your inability to attend a course, please refer to the staff contact information listed above.

Note: The automated email system used for the Regional Training & Exercise Program's website is sometimes blocked by the user's email provider. This is due to some email providers viewing our emails as bulk or spam email. If you are having trouble receiving our emails, please contact your information technology department or check your email settings to allow info@bauasitep.org as an approved sender.

Registering for Courses

To register for courses, login to the Regional Training & Exercise Program's website and select the "Courses" tab. In the "Courses" tab there are two options:

- **Available Courses:** Provides a list of all upcoming courses, including courses the user is registered for.
- **My Courses:** Provides a list of upcoming and previous courses the user has registered for.

There are four status indicators for classes:

- **Available (green):** The course has available seats.
- **Standby (orange):** The course no longer has available seats, but users can register on the standby/waiting list.
- **Closed (red):** The course is not accepting registrations of any kind.
- **Registered (blue):** You are registered for the course. If you are registered to attend the course, the status will indicate "Registered". If you are registered as a standby, the status will indicate "Registered (Standby)".

To register for an available course, click on the course and click the "Register" button.
To register for a course on the standby/waiting list, click on the course and click the "Register as Standby" button.

Unregistering from Courses

To unregister for a course, click on the course and select the "Unregister" button.

Students may unregister from the course on the website until one day prior to the course's starting date. If students wish to unregister from a course the day prior to the course's start date, they must contact the Regional Training & Exercise Program staff via phone or email. Failing to contact the Regional Training & Exercise Program staff prior to the courses start date will constitute a non-attendance of the course.

Note: Please be courteous to other students by unregistering from a course you know you will be unable to attend as soon as possible. This allows other students waiting on the standby list to be registered for the course and have adequate time and notice to attend. Most courses have students on the standby list and our vendors have out of pocket or up-front costs. These upfront costs may not be reimbursable if the seat is left empty.

Note: Notifying the course presenter/vendor of your inability to attend a course does not constitute notifying the Regional Training & Exercise Program staff and may result in a non-attendance. Please contact the Regional Training & Exercise Program staff of your inability to attend a course.

Non-Attendance of Courses

If a student fails to attend a course, the student will be marked as a non-attendance and will be blocked from registering for courses for a minimum of six months and may be removed from any upcoming courses the student is registered for. If you believe your non-attendance is incorrect, please contact the Regional Training & Exercise Program staff.

Student Conduct

Students attending UASI Regional Training & Exercise Program sponsored training or exercises shall adhere to the policies and procedures of their own Agency/Department, whether they are attending training in an on-duty or off-duty capacity.

The following rules of conduct are mandated by the Regional Training & Exercise Program:

- Students attending the Regional Training & Exercise Program's trainings and events shall conduct themselves ethically, professionally, and responsibly, and not in a manner that reflects poorly on their Agency/Department or the Regional Training & Exercise Program.

- Consumption of alcoholic beverages or controlled substances, or being present where alcoholic beverages or controlled substances are being used, or knowingly becoming intoxicated through the use of prescribed drugs while participating in Regional Training & Exercise Program sponsored training and exercises, or while on any Regional Training & Exercise Program training site/facility is strictly prohibited.

Violations of student conduct shall be reported to the Safety Officer and/or Lead Instructor

immediately. The Lead Instructor shall also ensure that all conduct violations are reported verbally and in writing to the UASI Training & Exercise Program Manager as soon as possible.

Students deemed to be in violation of their own Agency's Policies and Procedures or any of the Regional Training & Exercise Program's rules of conduct while participating in any Regional Training & Exercise Program sponsored training and exercise events will be prohibited from attending any future Regional Training & Exercise Program sponsored training and exercise events.