

TO REGISTER FOR A MSA PUBLIC TRAINING COURSE:

If you are a:

New Customer

1. Enter in your browser's address bar: msasafety.configio.com
2. Click on 'Login' (top right button)
3. Click on 'Register for an Account' in the New Customers block
4. Complete the account registration form >> click on 'Create Account'
5. Enter your address >> click on 'Save as Account Address'. Your account has been created
6. Follow the 'Returning Customer' instructions below (go to #4)

Returning Customer

1. Enter in your browser's address bar: msasafety.configio.com
2. Click on 'Login' (top right button)
3. Enter your Username and Password in the Returning Customers block >> click on 'Login'
4. Click on the User Training or Authorized Service Training (tab, top menu) to view the training courses
5. To find a course:
 - a. Click on a calendar entry
 - b. Click on a training category from the menu - left side of screen or top menuTo find a course by instructor:
 - a. Click on an instructor's name in the Search by MSA Instructors block >> click on Search
 - b. Click on a calendar entry
6. Choose or add a new participant (bottom of the course page) >> complete the form and click on 'Register'
IMPORTANT: If you need to enter additional participants, click on 'Register Another Participant'. The system will prompt you if you try to enter a person more than once for the same course.
7. When finished adding participants >> click on 'Checkout'
8. Select how you are paying >> click on 'Save and Continue'
9. Read and approve the disclaimer >> click on 'Save and Continue'
10. Complete the form to add the billing address >> click on 'Save as Required Order Address' >> click Okay
11. Review Your Order >> click 'Process Order'. Your order has been processed. You will receive a confirmation email
IMPORTANT: Your order is not complete until you click 'Process Order'