

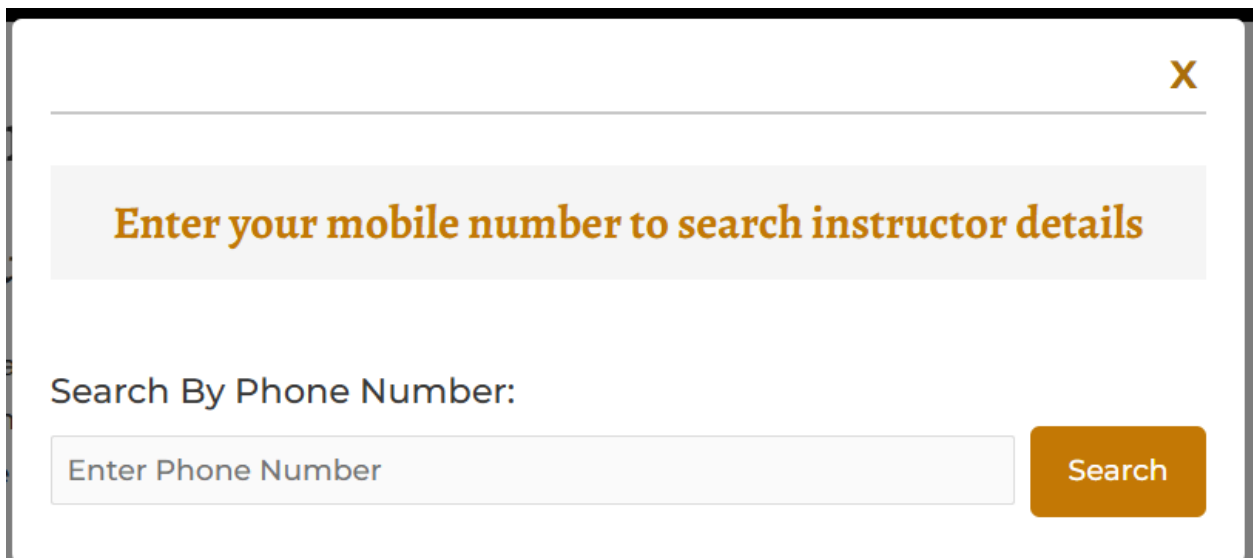
Accessing the Instructor Class Portal

1. Access Instructor Information: <https://wasba.org/education/instructor-info/>
2. Click "Course Report Form"

Course Report Form

Note: *Certificates will not be issued until payment has been received.*

3. A box will appear asking for your mobile phone number. Enter your phone number using numbers only (no dashes or parentheses)



The screenshot shows a web form with a close button (X) in the top right corner. Below the close button is a light gray banner with the text "Enter your mobile number to search instructor details" in orange. Underneath the banner, the text "Search By Phone Number:" is displayed. Below this text is a white input field with the placeholder text "Enter Phone Number" and an orange "Search" button to its right.

4. A box will pop up. If the phone number is correct, you should see your name. Check the box next to your name, then hit "**Proceed.**"

NOTE: If you do not see your name, enter another phone number that you might have had and press "**Search.**"

If you still do not see your name, please contact WASBA at info@wasba.org to have your instructor information updated.

X


Enter your mobile number to search instructor details

Search By Phone Number:

Select Instructor

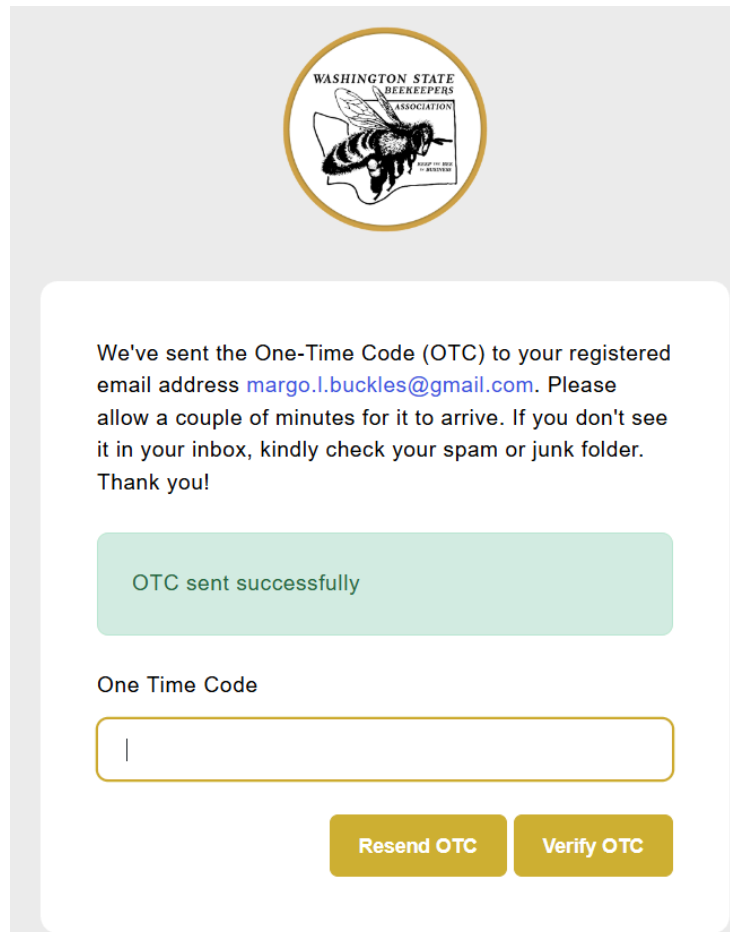
Name	Email	Address	Select
Margo Buckles	margo.l.buckles@gmail.com	15205 S. Golden Eye Ln	<input type="checkbox"/>

- After you hit **“Proceed,”** the next screen you see will show your email. If the email that appears is correct, press the **“Send (OTC)”** button. This will send a one-time-code to the email address shown on the screen. It may take one to two minutes for the code to show in your email. Also, please check your spam folder.



Click the button to send an One-Time Code (OTC) to your registered email address.

6. Once you hit the OTC button, you should see this screen:



After you receive the emailed one-time-code, type it in the “One Time Code” box, and hit “Verify OTC.” If you do not receive an OTC after two minutes (be patient!), you can hit the “Resend OTC” button to get another code.