



How to Create a Profile

Here is a short video for planning officials that need to register for the mandatory 6-Hour Orientation Training. The video shows how to create a profile in our system. Once there is a profile, individuals can register themselves for the **free** online Six-Hour Planning and Zoning Orientation training for newly appointed planning and zoning officials, review boards, and staff. *Note: This Orientation Training is not approved for officials to use for Continuing Education training.*

- Video: <https://vimeo.com/473150778>
- NOTE: Creating a new profile starts at the :30 seconds mark on the video.

How to create a profile and get registered for the training:

1. Go to the [Online Orientation for Planning and Zoning Officials page](#) on www.masc.sc.
2. Select "Log in to take sessions or view transcript."
3. The system will prompt you to enter your birth month, birth day and last four digits of your Social Security number. This combination of numbers is used as the personal identification number to access online services and simplify event registrations.
4. If the system does not recognize the combination of numbers, you will be prompted to "Create a Profile." Make sure to include an email address on your profile; this is the main method of communication.
5. After you are logged into the Association's website, register for the training.
6. Once registered, you will immediately receive an email with instructions on how to access the training. **Please review the confirmation email carefully and follow all steps to access the training.**
7. **Access Denied:** If you receive an "**Access Denied**" message. You must close the entire web browser and all webpages. Once everything is closed, open a new window and follow steps 8-11.

How to access the training once registered:

8. Visit the [online orientation training](#) page.
9. If prompted, login using your identification number and password.
10. Select the View button in the sessions section.
11. **After selecting "View," the system will take about 10 minutes to load your course to the learning platform.** The dashboard will say "No learning assigned." Refresh your web browser after 10 minutes, the courses will be available on the learning platform, select "Session One" and begin the training.