# Utah Department of Agriculture and Food

# New Account Creation Instructions

**November 2022**

DigitalDesk StudentPortal

**Utah Department of Agriculture and Food**

**Sign in**
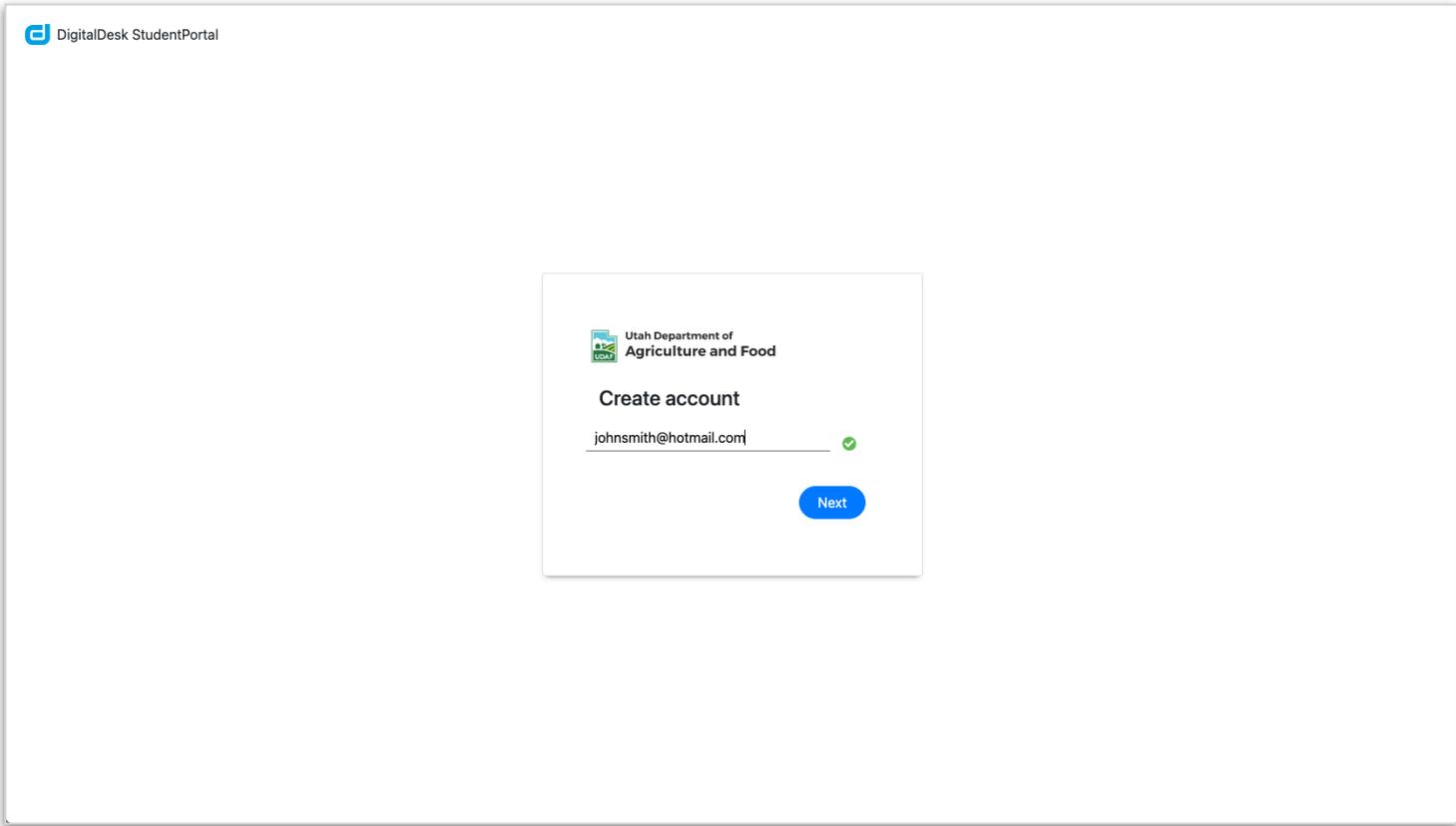
Enter email

No account? Create One

Next

**Welcome to Pesticide Testing Portal**

On this site, you can access all the resources required for licensing and certification, like pesticide category manuals, resource materials, and pesticide exams.

If you do not have a login, please click the link "Create One". If you have difficulty creating your account, please following the instructions found here.

To create a new account, click the Create One link on the Sign in screen.

**Utah Department of Agriculture and Food**

You will be asked to enter your valid email address. The ✅ indicates that the email is formatted correctly.

Press the **Next** button. A verification email with a link will be sent to the address entered.

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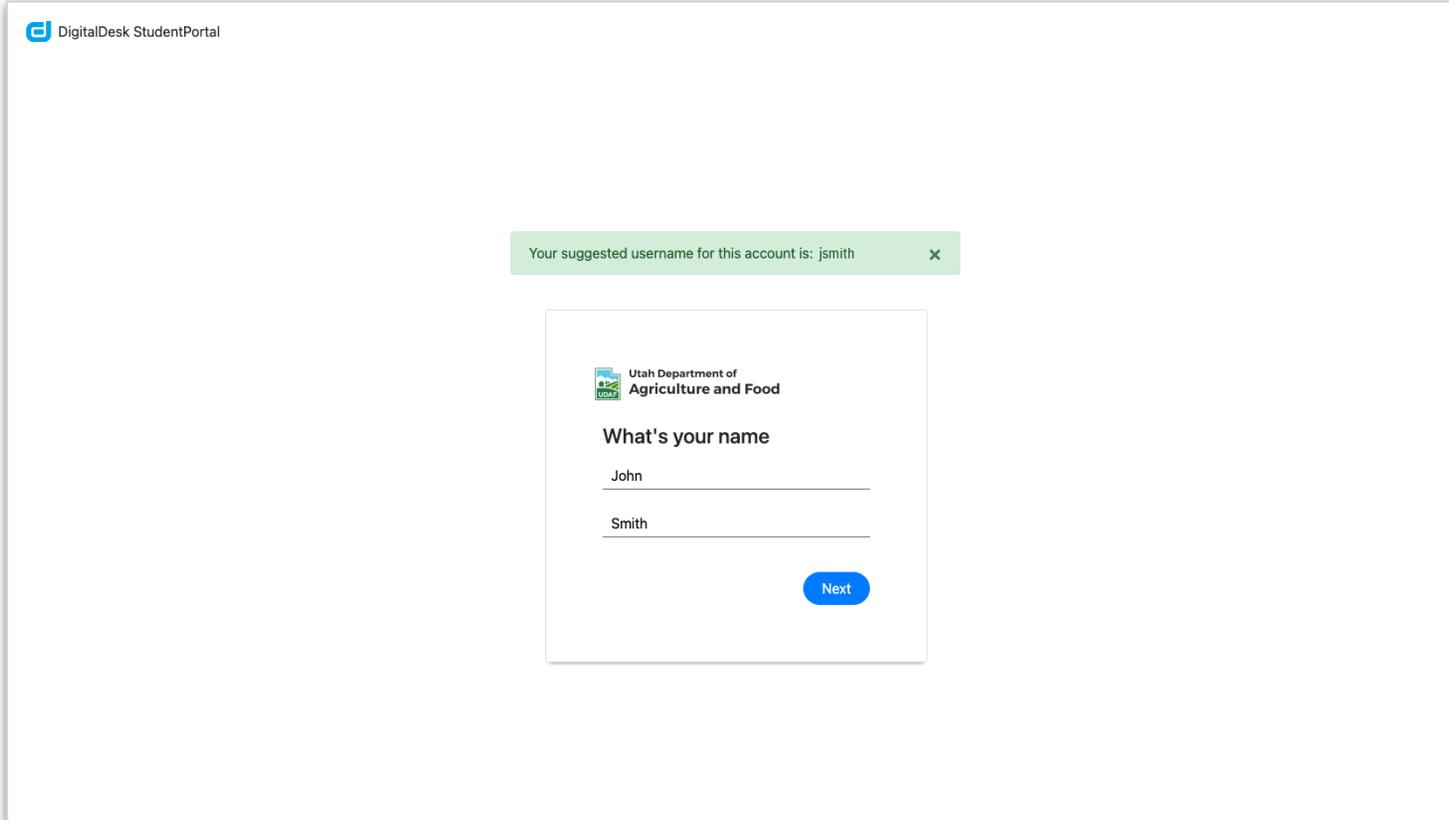
When you receive your email, you will be prompted to click the link in the email. Doing so will return you back to the account creation page.

Enter First and Last Name, then press the **Next** button.

Utah Department of
**Agriculture and Food**

Your suggested username for this account is:  jsmith  ✕

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### Enter Your Mailing Address

12345 My Street

Salt Lake City          Utah

84601

Next

Now, enter your home address, then press the Next button.

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Your suggested username for this account is:  jsmith          ✕

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### Enter Your License Number

123456789

### Primary Phone Number

801-555-1212

Next

Now, enter your license number, if you have one and your primary phone number, then press the Next button.

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Your suggested username for this account is: jsmith    ✕

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### Enter Your Business Address

12345 My Business Street

Salt Lake City          UT

87601

Create Account

Enter your business address, then press the **Create Account** button.

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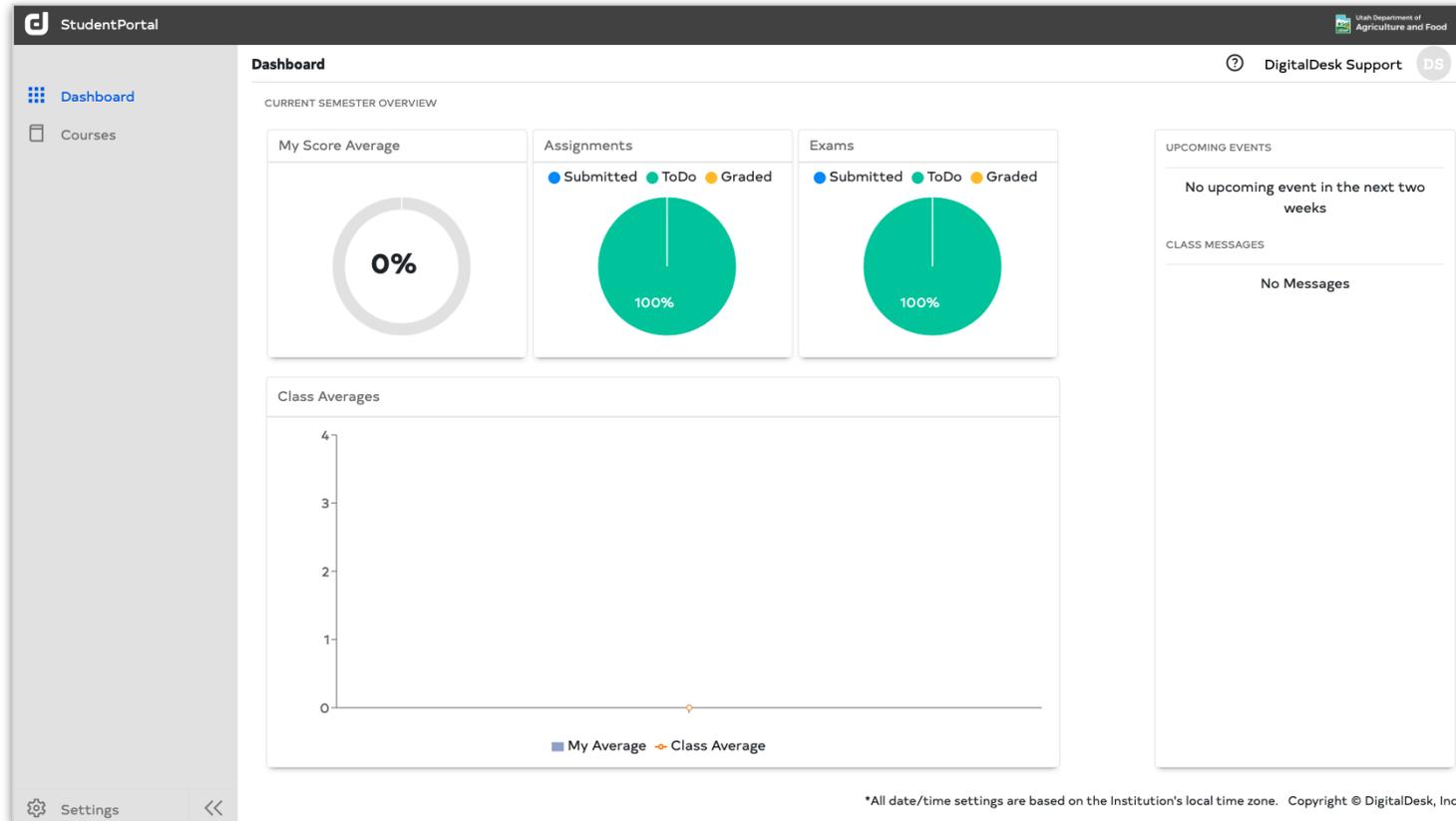
Once your account is created, you will be required to login to the system using the credentials you supplied.

After logging in, you will be brought to the Dashboard. You will not have any courses assigned at this time.

Click the ⚙ **Settings** button found in the lower left corner of the web page.

Utah Department of
**Agriculture and Food**

In the Course Enrollment tab, you can select from the Department dropdown the applicable course for you. You can enroll in multiple courses.

Utah Department of
**Agriculture and Food**

After selecting the desired course, click the **Add** for the class you wish to enroll in. You can enroll in multiple courses.

Utah Department of
**Agriculture and Food**

Confirm your selection by clicking the **Yes** button.

November 2022

Utah Department of
**Agriculture and Food**

You can remove your enrollment at anytime by clicking the **Delete** button.

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