

SABA Online Training Platform Initial Sign Up Instructions

The CSP Motor Carrier Training Team is using a new online platform for getting update training out to inspectors. The name of the platform is SABA and we plan on using this system for many of our training and informational releases going forward. This document will help you get signed up with a new account so that you can access your first training experience. Please read through all the instructions and attempt to follow them throughout your sign up experience before asking for assistance. We have included screen shots of each portion to aid in better explain what you should be seeing and doing for each data entry point. You will only need to do the initial sign up one time. Once you have established an account, you can then use your user name and login information to access future trainings. A separate instruction document is available to help you access training once you have established an account ([Accessing Training on SABA](#)).

USERNAME
[Input Field]

PASSWORD
[Input Field]

More Options ▾

SIGN IN

2 SIGN UP

FIRST NAME *
3 YOUR FIRST NAME [Input Field]

LAST NAME *
4 YOUR LAST NAME [Input Field]

EMAIL *
5 YOUR WORK EMAIL [Input Field]

PASSWORD *
6 [Input Field]

CONFIRM PASSWORD *
7 [Input Field]

TIME ZONE *
8 (GMT-5:00) Greenwich Mean Time : Dublin, Edinburgh, Lis... ▾

WORKPHONE *
9 [Input Field]

CELL PHONE
10 [Input Field]

1. Go to the link that was sent in your initial welcome email at: <https://cdps-external.sabacloud.com>
2. This will bring you to the initial login page. For your first visit, select the "Sign Up" button.

This will bring you to the information entry form. Enter your official office and work contact information as an inspector.
3. Enter your first name as it appears on official documentation (i.e. inspection reports, certificates, etc.)
4. Enter your last name as it appears on official documentation (i.e. inspection reports, certificates, etc.)
5. Enter your work email (e.g. the email that your initial welcome message was sent to for sign up).
6. Create a strong password that is easy for you to remember, but hard for others to guess. There are no minimum requirements that the system uses, but you should use cyber security best practices and follow any policies that your agency has regarding password creation, storage and updates.
7. Re-enter your password to confirm proper entry.
8. Find and select Mountain Time for the time zone. This is where you live and work.
9. You may enter your direct office phone, or use your agency's phone number.
10. Enter a cell/mobile phone number that we can use to contact you directly if we need to. This can be a work mobile or personal mobile if you choose. Please do not enter a generic office phone that is not direct to you.

ADDRESS1
11

ADDRESS2

CITY

STATE

ZIP / POSTAL CODE

COUNTRY
12

SECURITY KEYWORD *
13

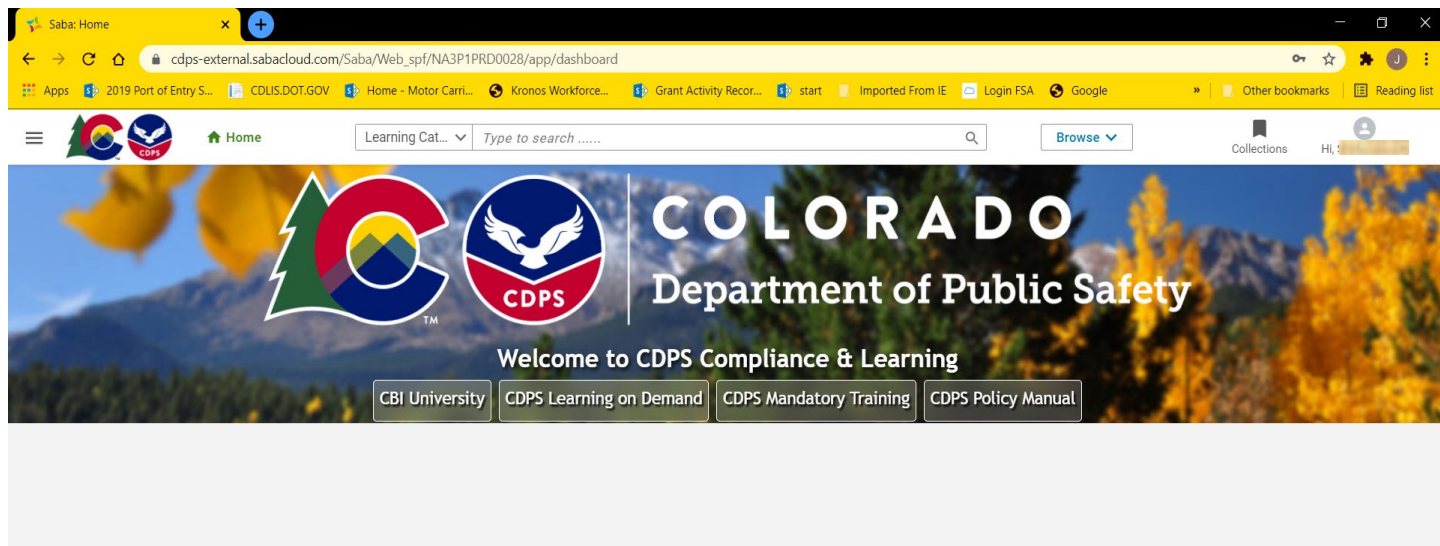
CDPS DIVISION *
14

By clicking Sign Up, you agree to the [Terms and Conditions](#)

15 SIGN UP

Already have an account? [Sign in](#)

11. Enter your office address, your work group or team address where you are based out of and can receive traditional mail at. This will be used if we need to send hard copy certificates or other communications directly to you.
12. Enter the country where you work. This is the United States of America.
13. Enter the Security Keyword that you were given in your welcome/sign up email. Please do not share this keyword with anyone else. If another person needs to sign up and did not get a welcome email, have them contact our Training Team directly to request access and sign up instructions. They can contact us at:
cdps_comcsaptraining@state.co.us
14. Enter – (CSP) – as the CDPS division.
15. Select “Sign Up” to set up your account. You will be directed to your homepage for the system.
16. You are now signed up and can access your online training. If you need assistance with finding and completing training modules there is a separate “Accessing Training” instructions document. This additional document contains step-by-step instructions to help you find and participate in your assigned classes.



Thank you for signing up for your SABA Account. If you no longer need access at some point (i.e. if you promote, drop your inspector certification, leave employment, etc.) we ask that you send us an email letting us know so that we can free up your account for another user. You can send that email to our Training Team at: cdps_comcsaptraining@state.co.us



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