

Employee Development, Growth, and Education (EDGE) Quick Reference Guide

Steps for Creating an Account in EDGE

Direct Support Professionals (DSPs) who wish to access Direct Support Professional University (DSPU) must first create an account in the Department's learning management system called EDGE. Once an account is created, the DSP will be able to access DSPU content. The steps to creating an account in EDGE are as follows:



Step 1: As part of the sign-up process, DSPs will be provided with access to the online enrollment form. If a DSP does not receive this information, the form is also available at [DSP University: CA Department of Developmental Services](#) or by scanning the QR code in this guide or on the Department's announcement flyers.



Step 2: DSPs enter their personal information and their employer's details. This information confirms the DSP's identity and employment with a service provider, helping to ensure accurate enrollment. Please see page 2 of this quick reference guide for a list of information needed to complete online enrollment.

- DSPs are asked to use their personal email address during enrollment rather than a work email address.



Step 3: After submitting their enrollment form, the DSP will receive an email confirming their submission, followed by a second email containing their username, a temporary password, and a link to the EDGE webpage. DSPs will log in to the system using the instructions in the email to access their EDGE account. The DSP can then enroll in DSPU and begin their courses.

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Before you Begin

To make the enrollment process easier, we recommend gathering the information listed below before you begin the EDGE enrollment form. Be sure to speak with your employer to confirm the correct employer details. Having everything ready will help you complete the enrollment in one sitting.

• DSP Information:

- First and Last Name
- Date of Birth
- Personal Email Address
- Phone Number
- Home Address, City, and Zip Code
- Driver's License or Identification Number (Issuing State and Expiration Date)
- Ethnicity (Optional)
- Preferred Language (Optional)
- Bi-lingual or Multi-lingual Status

• Employer (Service Provider) Information:

- Organization/Provider Name
- Provider Address
- Vendor Number
- Primary Point of Contact Name
- Primary Contact Email
- Primary Contact Phone
- Associated Regional Center

