How to Register as a New myQuickReg User

1. Click on the myQuickReg DPI login landing page at: widpi.myquickreg.com/register/. Click on one of the Registration links as shown below.

2. Enter your first and last name. You may enter a preferred badge name.

3. Select “Agency/Organization/School District” under the Work Information subheading. In order for your profile to be correctly linked with your school, it is important not to register as an Individual/Parent. Using the drop-down box, select your school/district.

4. If your school/district is not listed in the drop down box, check the box labeled “My Organization is not listed above.” Once checked, you will be able to enter your district information.
How to Register as a New myQuickReg User (Continued)

If you are entering a private school as a new organization, please include your school’s full, legal name and include the school’s city in parentheses. This is very important due to the number of private schools with similar names. For example, St. John School in Waunakee is different from St. John School in Menasha. It is important to link your account to the correct school or district.

![Image of Work Information form]

5. Complete the remaining required fields under Work Information: email, password, position/title, and phone number. Also, indicate if you require any special accommodations.

Please make note of your myQuickreg password. To register for future events, you will be required to enter your email address and password.
6. You may elect to complete the *Home Information* section of the registration form. This is useful if you typically register for trainings hosted during the summer (e.g., School Nutrition Skills Development Courses).

7. Click the “Save Profile Information/Become a Registered User” button at the bottom of the page.

Now that you have created your account, you will be able to register for all *myQuickReg* events.

**Registering a Group**

If you plan to register on behalf of multiple staff in your school/district for events and make a payment on one credit card, please email dpifns@dpi.wi.gov to request *myQuickReg* Agency Administrator access.

This institution is an equal opportunity provider.