



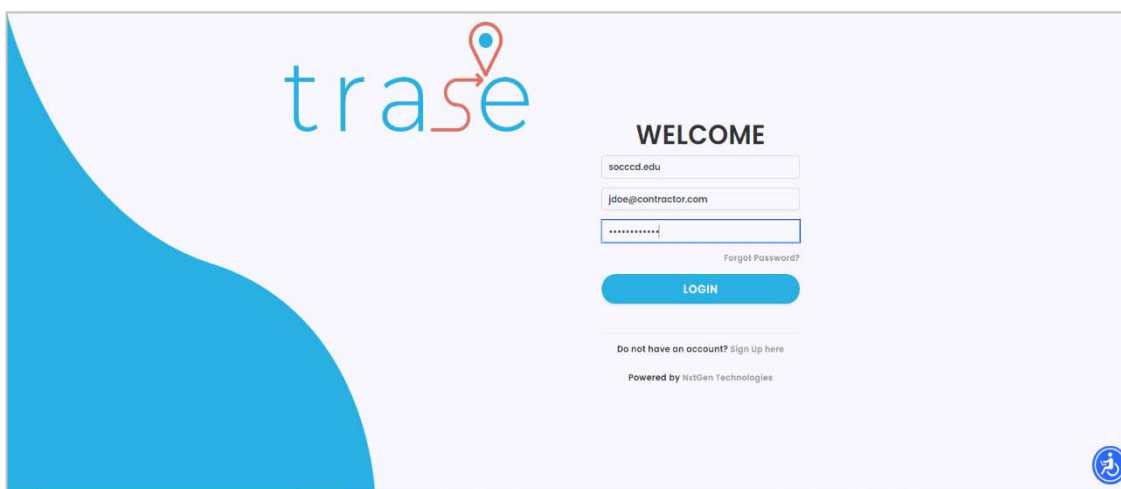
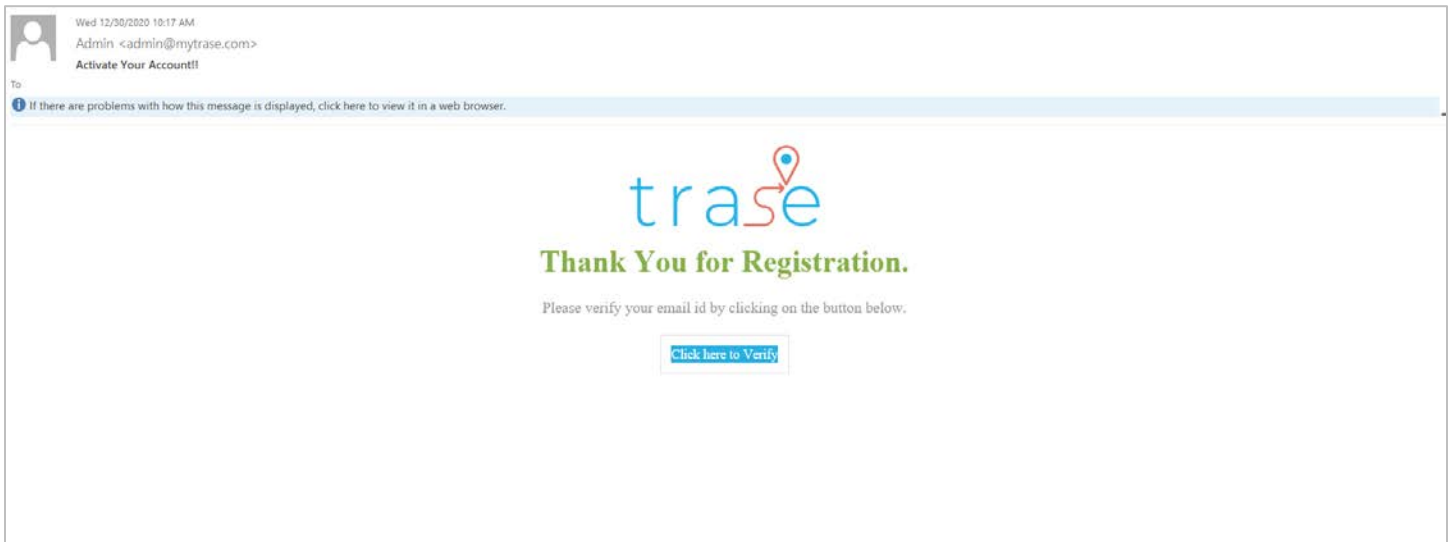
## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT TRASE USER REGISTRATION INSTRUCTIONS FOR AB 685 COMPLIANCE

1. Click on <https://mytrase.com/>
2. Click on **Sign Up Here** to register user and create account

3. Under **Account Name**, select **socccd.edu**
4. Under **Select Category**, select **Contractor**
5. Under **Name**, type your first and last name
6. Under **Email Id**, type in your company provided e-mail address
7. Under **Password**, create password using criteria provided
8. Under **Confirm Password**, type in the same password inputted above
9. Click **Sign Up**

10. You will receive an e-mail (as shown below) asking you to authenticate your e-mail ID and complete your registration. Click on **Click here to Verify**.

If you have not received your authentication e-mail within five minutes, please check your spam folder prior to



11. Select **soccoed.edu**
12. Type in your **username**  
(I.e., jdoe@contractor.com)
13. Type in your **password**
14. Click on **LOGIN**