

# DDC ONLINE REGISTRATION INSTRUCTIONS



- 1 Visit the North Dakota Safety Council website at [www.NDSC.org](http://www.NDSC.org)
- 2 Click on Training Icon towards the top of the screen
- 3 From the list of training courses, select **Defensive Driving Course – Online**
- 4 Select the first link >>**NDSC MEMBER Register Here**<<
- 5 Click **Go to Checkout**
- 6 Complete the registration form:
  - a. Create a login ID – This can be anything you will remember, at least 5 – 20 characters long.
  - b. Create a password – This can be anything you will remember, at least 5 characters, containing letters and numbers.
  - c. List **NDSOS** and your school name in the NDSC Member Company Line. (*Example: NDSOS Mohall Public School*)
  - d. List your email address – This is where your Online Defensive Driving Course instructions will be sent.
- 7 After completing the registration form, click the green **Place Your Order** button.



## Additional Details

- Once you successfully complete registration, you will receive a confirmation email from Safety Serve containing your login information and the link to take the class.
- You must complete the course within 60 days of registration.
- You are not required to complete the class in one sitting. You will be able to log in multiple times with your username and password, and the class will pick up where you have left off.
- Upon completion, click on "Print Certificate" to print additional copies for personal insurance

For technical difficulties,  
please call the Safety  
Serve Help Desk at  
**1-800-775-1484**



Required to drive any school vehicle designed to seat 10-15 passengers.  
Must be completed within first year of employment and at least once every 5 years thereafter.