

## 2018 TSO Registration Instructions

1. Log into Porches with your UD Porches login and password
2. Click Register for TSO in your "To Do List" along the right hand side; this will take you to the 1850 log in page
3. Log into 1850 with your UD Porches login and password; logging in will take to the TSO portal homepage
4. Read the message on the homepage and click "HERE" under the TSO Registration paragraph; this will bring up the registration survey in a new window.
5. Complete the TSO registration survey- You will need to:
  - a. Know your UD Student ID
  - b. Know the names and email addresses of any guests attending orientation (maximum 4)
  - c. Have a credit card available to purchase special edition spirit wear
6. Your last step in completing the survey is the electronic signature; after this there will be a brief pause before you are redirected to the NSP Merchandise Store
7. In the store:
  - a. Select items, click checkout, click credit card and input payment information
  - b. After completing transaction, close the window and return to the previous window, the TSO portal homepage
8. You will receive the following confirmation email confirmations:
  - a. TSO Registration
  - b. Spirit wear purchase (if applicable)
9. Log out of 1850; Please log in regularly to see announcements and updates until you arrive