Create an account on the Field Service Portal by following these five simple steps.

**Step 1 - Choose Role**

From the homepage, click on the red UNM Administrator icon.
Step 2 - Choose UNM Program

Choose your UNM program from the drop down menu list.

Step 3 - Go to Registration Form

On the subsequent page, click on the Register as a UNM Administrator button.
Step 4 - Complete Registration Form

Answer Registration form questions.

Step 5 - Submit Registration Form

Carefully read the Registraton Agreement, checkmark the agreement box, and press the Submit button.

We will confirm your position and COE association. Once approved, you will receive email notifications to return the Field Service Portal to approve user participation and record placement decisions. Thank you for your support in making Field Experience valuable to both UNM students and pre-k - 12 schools.