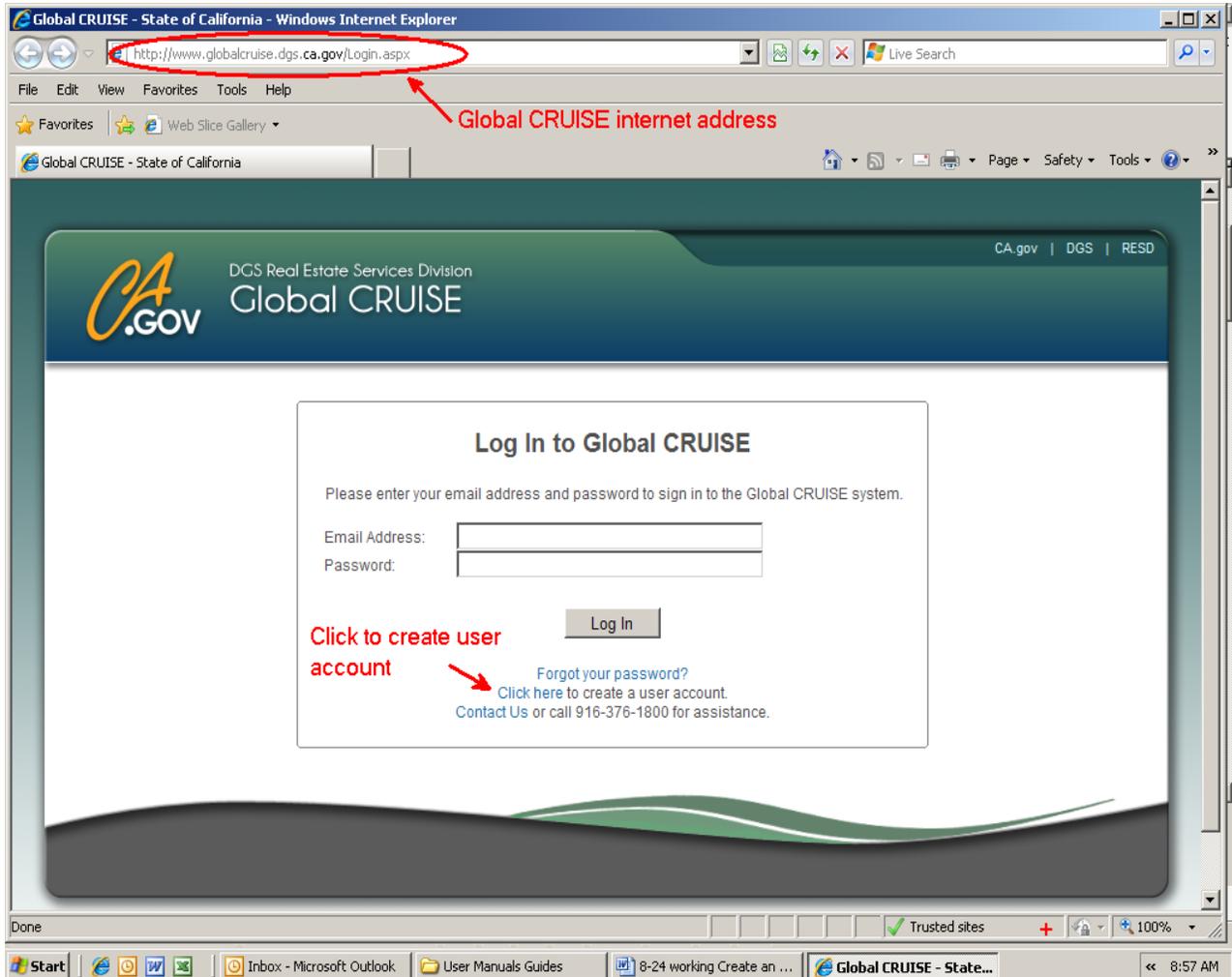


GLOBAL CRUISE QUICK GUIDE

Instructions to Create a User Account for Agency Representatives and Delegated Authorities

To obtain a user account, go to <http://www.globalcruise.dgs.ca.gov>
Click the 'create a user account' link.



Note: Your agency's Delegated Authority (DA) or your manager's contact information is required to complete the approval process to create an account.

GLOBAL CRUISE QUICK GUIDE

Instructions to Create a User Account

for Agency Representatives and Delegated Authorities

1. Select the Type of Account on the Request User Account page. Global CRUISE has two types of customer accounts:
 - The Agency Representative (AR) role creates and submits requests to the Delegated Authority (DA) for approval.
 - The DA role can also create requests and is authorized to approve and submit requests for services to the Real Estate Services Division (RESD).

Global CRUISE - State of California - Windows Internet Explorer

http://www.globalcruise.dgs.ca.gov/RequestUserAccount.aspx

File Edit View Favorites Tools Help

Global CRUISE - State of California

CA.gov | DGS | RESD

Request User Account

TYPE OF ACCOUNT

Agency Representative
ARs create and submit requests for services to their Delegated Authority for approval.

Delegated Authority
DAs may also create requests and are authorized to approve and submit requests for services to the Real Estate Service Division (RESD).

ACCOUNT INFORMATION

* Denotes a required field.

*Email Address:

*First Name:

*Last Name:

*Title:

*Organization Type:

*Agency Name:

*Division/Branch:

*Street Address:

Floor/Suite:

Done Trusted sites 100%

Start | Internet Explorer | Microsoft Outlook | User Manuals Guides | 8-24 working Create an ... | Global CRUISE - State... | 9:29 AM

GLOBAL CRUISE QUICK GUIDE

Instructions to Create a User Account for Agency Representatives and Delegated Authorities

2. If you are requesting an AR account, enter the information on the Request User Account page and click the Request Account button.

Global CRUISE - State of California - Windows Internet Explorer

http://devinternetapps.dgs.ca.gov/RESD/GCTest/RequestUserAccount.aspx

File Edit View Favorites Tools Help

Global CRUISE - State of California

*City:

*State:

*Zip Code:

*Telephone Number:

*Fax Number:

ACCOUNT VERIFICATION

Please provide the following information for your agency's delegated authority (enter only one).

*First Name:

*Last Name:

*Title:

*Email Address:

*Telephone Number:

PASSWORD RECOVERY QUESTION

*Security Question:

*Security Answer:

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Start | | | | | | 2:22 PM

Enter your DA information here

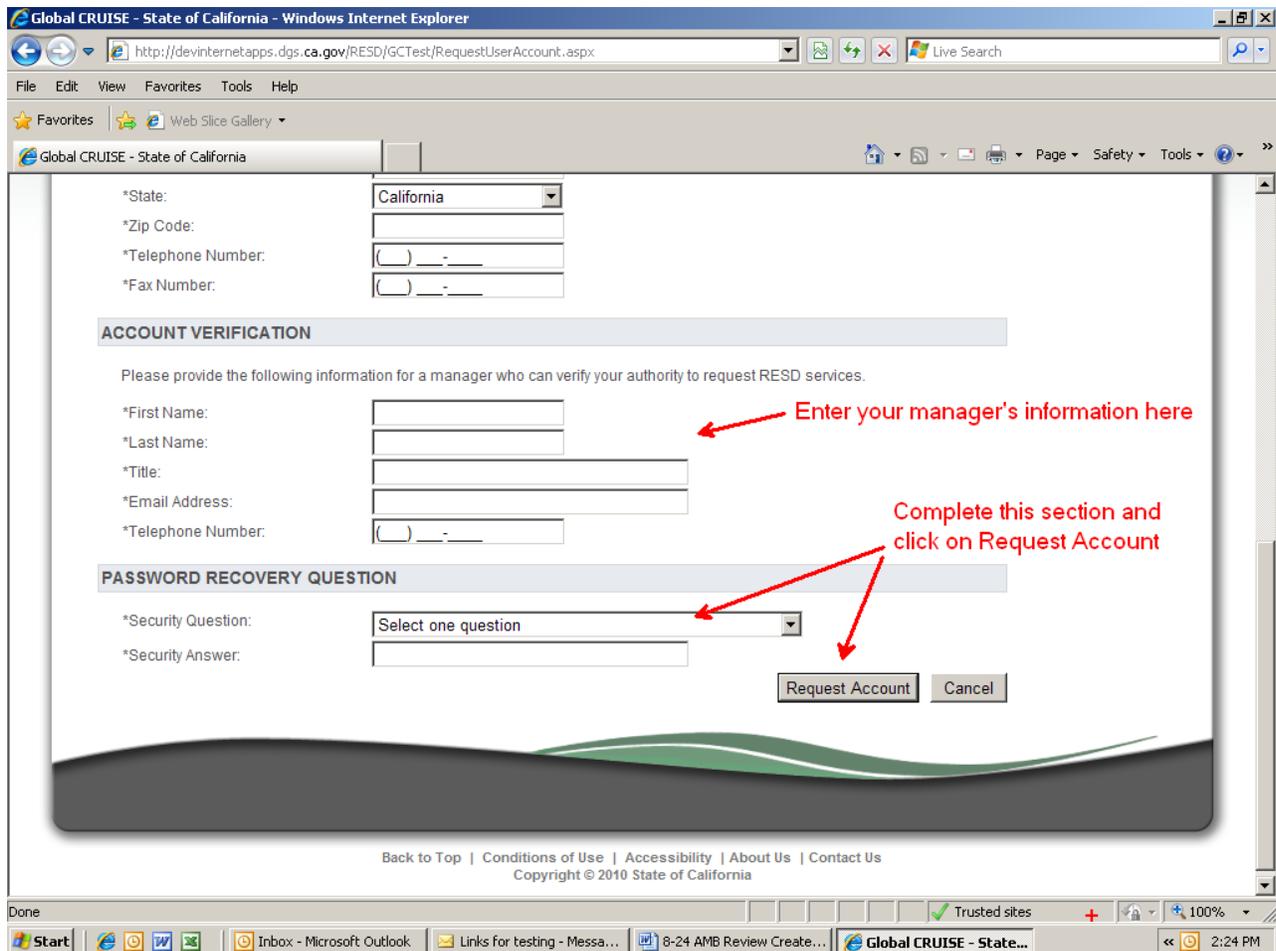
Complete this section and click on Request Account

GLOBAL CRUISE QUICK GUIDE

Instructions to Create a User Account for Agency Representatives and Delegated Authorities

3. If you are authorized to submit requests for RESD services and are requesting a DA account, enter the information on the Request User Account page and click the Request Account button.

 *If you do not have a manager who can verify your authority to submit requests for RESD services, enter your own information in the Account Verification section.*



Global CRUISE - State of California - Windows Internet Explorer

http://devinternetapps.dgs.ca.gov/RESD/GCTest/RequestUserAccount.aspx

File Edit View Favorites Tools Help

Global CRUISE - State of California

*State: California

*Zip Code:

*Telephone Number: () - -

*Fax Number: () - -

ACCOUNT VERIFICATION

Please provide the following information for a manager who can verify your authority to request RESD services.

*First Name:

*Last Name:

*Title:

*Email Address:

*Telephone Number: () - -

PASSWORD RECOVERY QUESTION

*Security Question: Select one question

*Security Answer:

Request Account Cancel

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4. An email message will be sent to you with instructions related to your new account.