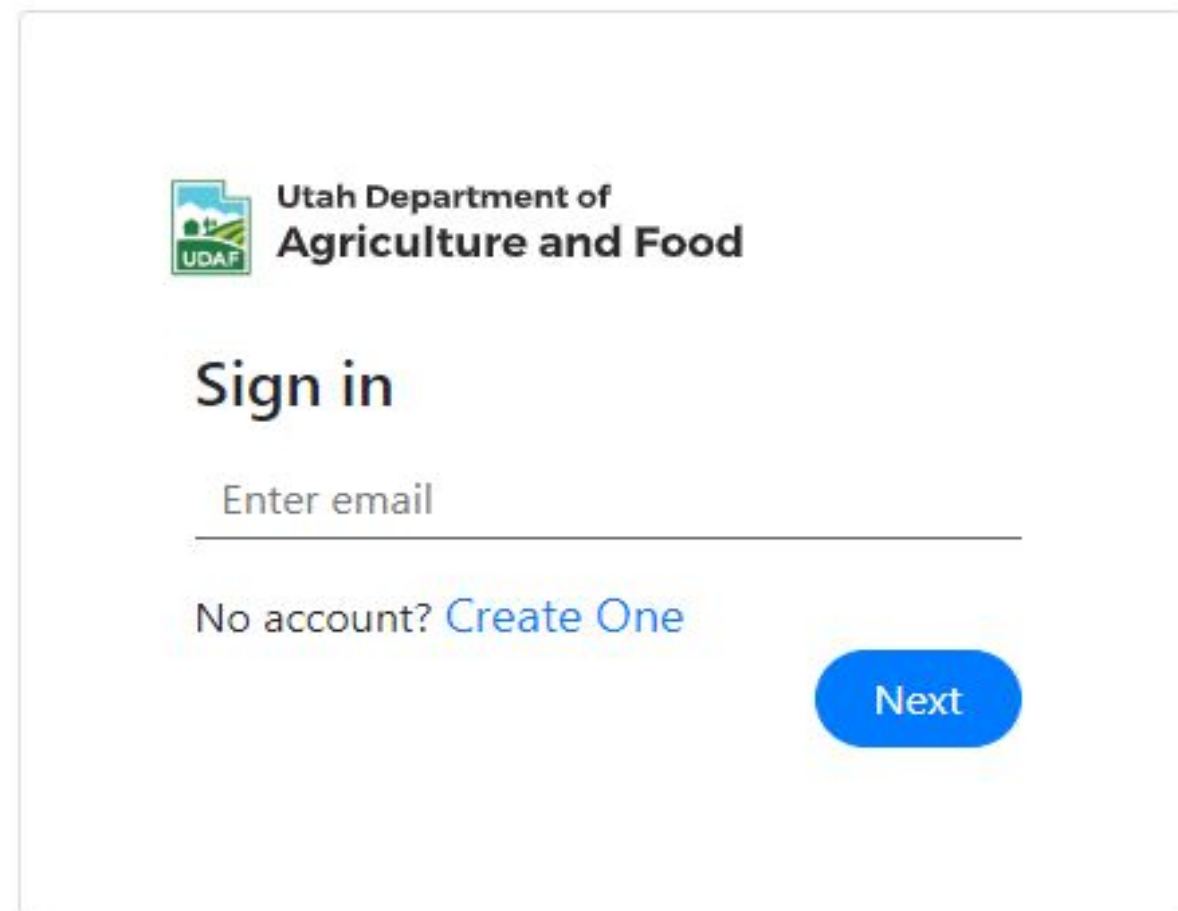



# How to Create a DigitalDesk Account

Go to the following website:

[pesticidetesting.utah.gov](https://pesticidetesting.utah.gov)

# DigitalDesk



 Utah Department of  
Agriculture and Food

**Sign in**

Enter email

No account? [Create One](#)

Next

## Welcome to Pesticide Testing Portal

On this site, you can access all the resources required for licensing and certification, like pesticide category manuals, resource materials, and pesticide exams.

If you do not have a login, please click the link "Create One". If you have difficulty creating your account, please follow the instructions found [here](#).

Click on the "Create One" link.

# DigitalDesk



 Utah Department of  
Agriculture and Food

### Create account

Enter Email

Next

## Welcome to Pesticide Testing Portal

On this site, you can access all the resources required for licensing and certification, like pesticide category manuals, resource materials, and pesticide exams.

If you do not have a login, please click the link "Create One". If you have difficulty creating your account, please follow the instructions found [here](#).

**Enter your personal email address, not a work email address.  
You will need access to this email if your work changes.**

# DigitalDesk


---

Email Verification link has been sent . Please verify you email before creating the account

Go to your personal email account, locate the email from “UDAF Testing Center”, and click on the link.


# DigitalDesk

Your suggested username for this account is:  ×



Utah Department of  
Agriculture and Food

### Create Password

Password  

[Next](#)

Create your password.

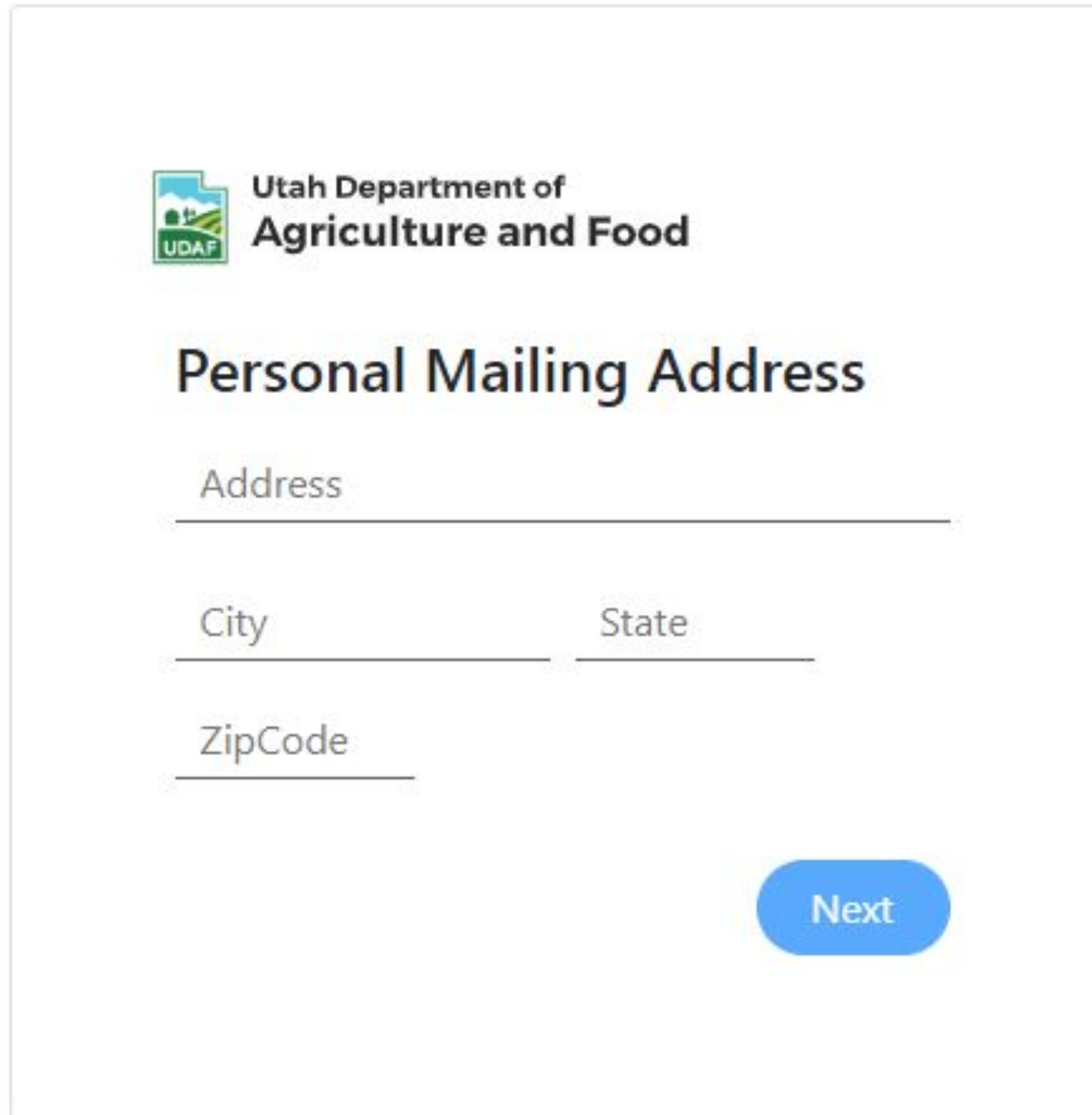
# DigitalDesk

The screenshot shows a registration form for the Utah Department of Agriculture and Food (UDAF). At the top left is the UDAF logo, which consists of a green square with a white outline of a mountain and a field, and the letters 'UDAF' below it. To the right of the logo is the text 'Utah Department of Agriculture and Food'. Below the logo and text is the heading 'What's your name'. Underneath this heading are three text input fields: 'First Name', 'Middle Name', and 'Last Name'. Below these fields is the heading 'Date Of Birth', followed by a date input field with the placeholder text 'mm/dd/yyyy' and a calendar icon to its right. At the bottom right of the form is a blue button with the text 'Next'.

Enter your name and birthdate to begin your account.

This is the name that will be used on your applicator license, and it must be the same name as it appears on your valid government issued identification.

# DigitalDesk



The screenshot shows a web form for entering personal mailing address information. At the top left is the UDAF logo, which consists of a green square with a white outline of a house and the letters 'UDAF' below it. To the right of the logo is the text 'Utah Department of Agriculture and Food'. Below this is the title 'Personal Mailing Address'. The form contains three input fields: a long horizontal field for 'Address', a shorter horizontal field for 'City' followed by a shorter horizontal field for 'State', and a horizontal field for 'ZipCode'. At the bottom right of the form is a blue rounded rectangular button with the text 'Next' in white.

Enter your personal mailing address information. All of the information you are asked to complete is what UDAF staff uses for your applicator license. Any information that is incorrect or missing may cause delays in your license being issued.

# DigitalDesk



Primary Mobile Phone Number

###-###-####



Personal License Number

###-###-####

Business Phone Number

###-###-####

Business License Number

License Number

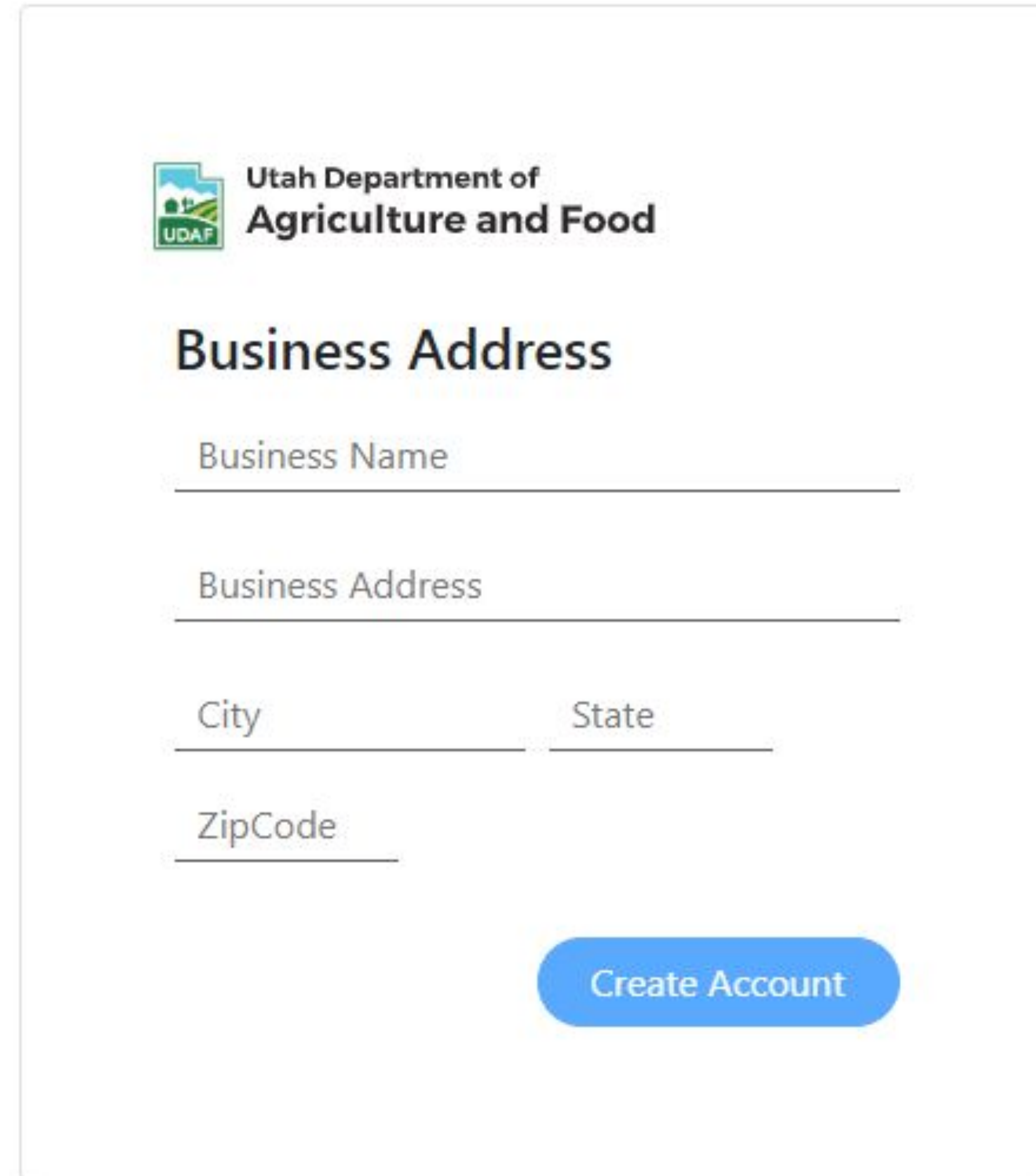
Next

Enter your personal phone number and your personal pesticide applicator license number. If you do not have a license, leave this area blank.

Enter your business phone number and your business license number. If you do not have this information, leave this area blank.



# DigitalDesk



The screenshot shows a web form for the Utah Department of Agriculture and Food (UDAF). At the top left is the UDAF logo, which consists of a green square with a white outline of the state of Utah and the letters 'UDAF' below it. To the right of the logo is the text 'Utah Department of Agriculture and Food'. Below this is the section title 'Business Address'. The form contains four input fields: 'Business Name', 'Business Address', 'City', and 'ZipCode'. The 'City' and 'State' fields are positioned side-by-side. At the bottom center of the form is a blue rounded rectangular button with the text 'Create Account' in white.

Enter your business or employer information.

Commercial Applicators: This is where your applicator license will be sent.

If you do not have this information, leave this area blank.

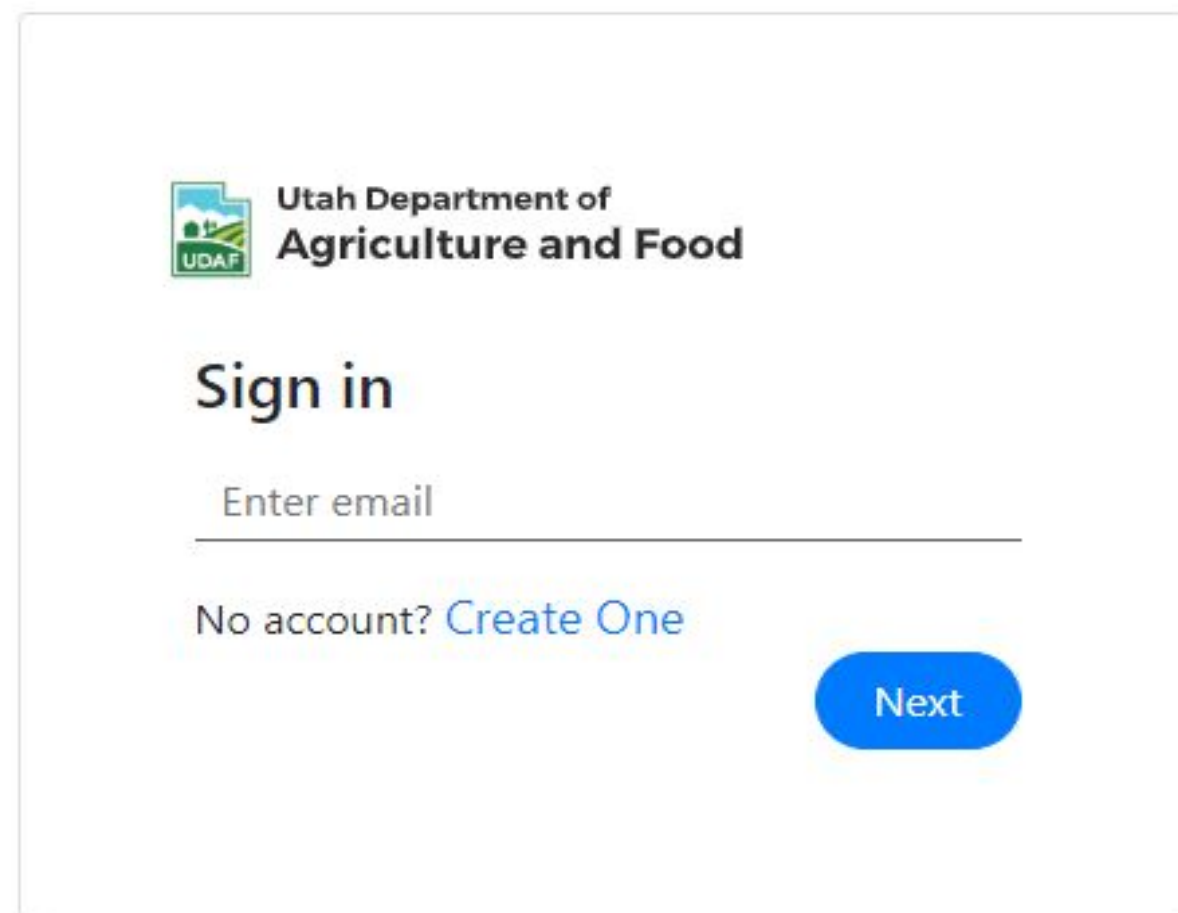
# DigitalDesk

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Your account has been successfully created. Please Sign In!

When you receive this message, go back to the “Sign In” screen.

# DigitalDesk



The screenshot shows the sign-in interface for the Pesticide Testing Portal. At the top left is the logo for the Utah Department of Agriculture and Food (UDAF), which includes a stylized green and blue icon of a field and a barn. To the right of the logo, the text reads "Utah Department of Agriculture and Food". Below this, the heading "Sign in" is displayed. Underneath the heading is a text input field with the placeholder text "Enter email". Below the input field, there is a link that says "No account? [Create One](#)". At the bottom right of the sign-in area is a blue button with the text "Next".

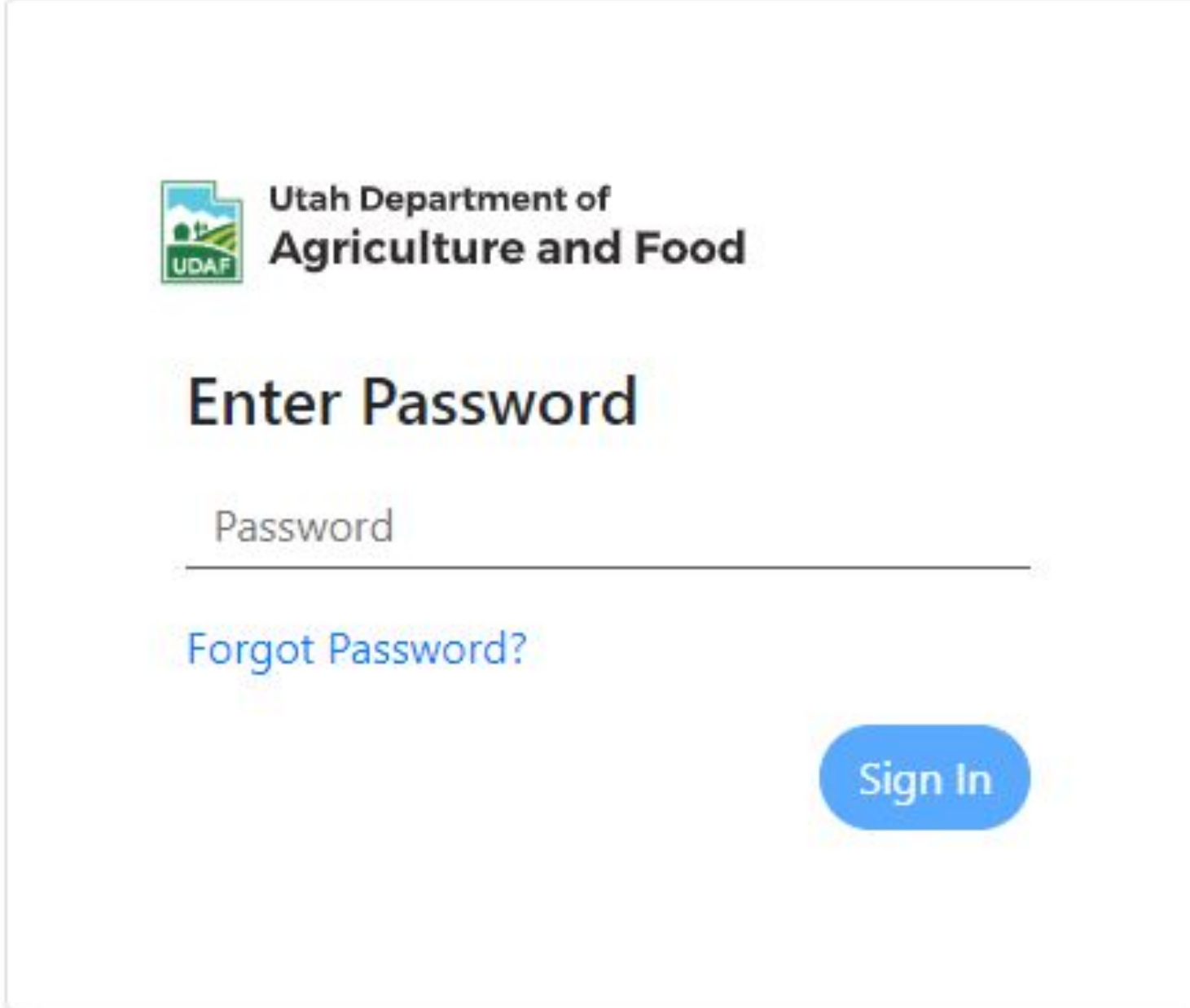
## Welcome to Pesticide Testing Portal


On this site, you can access all the resources required for licensing and certification, like pesticide category manuals, resource materials, and pesticide exams.

If you do not have a login, please click the link "Create One". If you have difficulty creating your account, please follow the instructions found [here](#).

Enter your email address, hit return, then click on "Next".

# DigitalDesk



 Utah Department of  
Agriculture and Food

### Enter Password

Password

[Forgot Password?](#)

[Sign In](#)

Enter your password, hit enter, then click on “Sign In”.

# DigitalDesk

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## Dashboard

### CURRENT SEMESTER OVERVIEW

No data found.

It appears you have not yet taken any tests this semester.

Click [Settings](#) to Enroll into classes if available

Click on the "Settings" button located in the text or in the bottom left corner.

# DigitalDesk

14

StudentPortal

Utah Department of  
Agriculture and Food

Settings Jared Vernon JV

Dashboard

Courses

Settings

Course Enrollment

Subscription

Profile

Select Department

Select...

CEU

Commercial Applicator

Commercial Business

Dept 1

DO NOT USE

Non-Commercial Applicator

Private Applicator

Select your applicator license type;  
Commercial, Non-Commercial, or Private.

Settings



# DigitalDesk

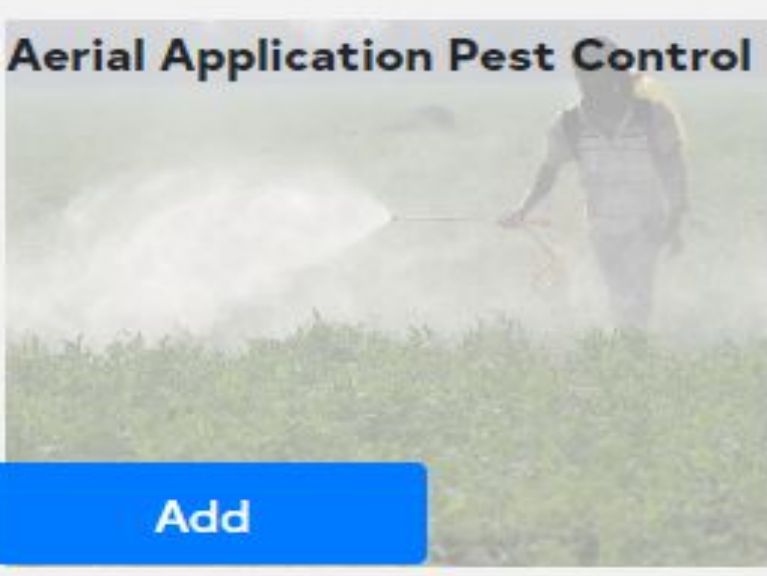






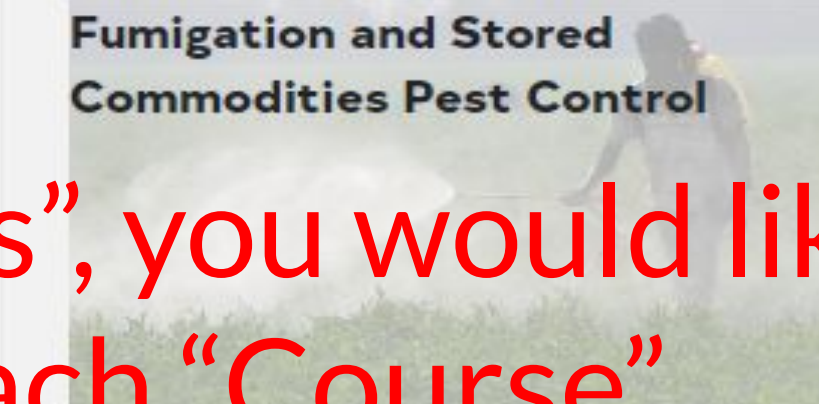
- Dashboard
- Courses

Settings ? Jared Vernon JV

Course Enrollment Subscription Profile

Select Department

Commercial Applicator

<b>CA - 100 - AER-01</b> Aerial Application Pest Control  <b>Add</b>	<b>CA - 100 - AGP-01</b> Agriculture Pest Control - Plant  <b>Add</b>	<b>CA - 100 - AGP-02</b> Agriculture Pest Control - Animal  <b>Add</b>	<b>CA - 100 - AQP-01</b> Aquatic Pest Control - Sewer  <b>Add</b>
<b>CA - 100 - AQP-02</b> Aquatic Pest Control - Surface Water  <b>Add</b>	<b>CA - 100 - DRPC-01</b> Demonstration, Consultation and Research Pest Control  <b>Add</b>	<b>CA - 100 - FPC-01</b> Forest Pest Control  <b>Add</b>	<b>CA - 100 - FSCPC-01</b> Fumigation and Stored Commodities Pest Control  <b>Add</b>

Choose which Pesticide Category Exams, or “Courses”, you would like to attempt by clicking on the “Add” button located on each “Course”.

# DigitalDesk

The screenshot shows the StudentPortal interface. On the left is a sidebar with a 'Courses' icon. The main area displays a list of courses under the heading 'Courses'. The courses listed are:

- CA 100 - National Pesticide Core Applicator
- CA 100 - Structural and Health Related Pest Control
- CA 100 - Vertebrate Animal Pest Control
- CA 100 - Ornamental and Turf Control
- CEU 100 - Commercial Applicator
- CEU 100 - Non-Commercial Applicator
- CEU 100 - Private Applicator

Annotations include a red arrow pointing from the 'Courses' icon in the sidebar to the main content area, and three red arrows pointing from a text box to the first three course entries in the list.

Click on the individual "Course" to study the manual or take the exam.

Click on the "Courses" icon to see which "Courses", or Pesticide Category Exams, you have selected.



# DigitalDesk

- Dashboard
- Courses

### CEU 100-Commercial Applicator

Semester

My Score Average

0%

Assignments

Submitted | ToDo | Graded

No Assignments

Exams

Submitted | ToDo | Graded

No Exams

UPCOMING EVENTS

No upcoming event in the next two weeks

CLASS MESSAGES

No Messages

Syllabus

Course Content

Grades

Exams

Assignments

Collaborate

Click on "Course Content" to study the manual.

Click on "Grades" to see your exam results.

Click on "Exams" to take the available exams, including a practice exam.

# DigitalDesk

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The screenshot shows the StudentPortal interface. On the left is a navigation menu with 'Dashboard' and 'Courses'. The main dashboard area is titled 'Dashboard' and includes a user profile for 'Jared Vernon'. Under the 'CURRENT SEMESTER OVERVIEW' section, there are three widgets: 'My Score Average' showing 0%, 'Assignments' showing 'No Assignments', and 'Exams' showing 100%. A blue button labeled 'Courses Completed' is positioned above the Exams widget. To the right, there are sections for 'UPCOMING EVENTS' (no events) and 'CLASS MESSAGES' (no messages). A 'Class Averages' chart is partially visible at the bottom left. A red text overlay with arrows pointing to the 'Courses Completed' button and the 'Dashboard' menu item provides instructions on how to complete exams for licensing.

StudentPortal

Utah Department of Agriculture and Food

Dashboard

Jared Vernon

CURRENT SEMESTER OVERVIEW

My Score Average

0%

Assignments

Submitted ToDo Graded

No Assignments

Exams

Submitted ToDo Graded

100%

UPCOMING EVENTS

No upcoming event in the next two weeks

CLASS MESSAGES

No Messages

Class Averages

4

3

2

1

Settings

Once you've successfully completed all of the pesticide category exams, or "Courses", you've chosen, with a score of 70% or higher, click on the "Courses Completed" button, located on your Dashboard. This will notify UDAF you are done with your exams and you're ready to be licensed. Failure to click on the "Courses Completed" button will significantly delay your license being issued.

\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.

# DigitalDesk

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If you follow all of these instructions correctly and you still encounter issues, contact us at:

[udaf-pesticide@utah.gov](mailto:udaf-pesticide@utah.gov)