

## How to register your child for a Hunter ed class

**IMPORTANT PRE-STEP:** A hunter education certificate is a legal document and will be linked to your child's Wyoming Game and Fish User Portal. Your child must have a Wyoming Sportsperson ID number (SPID) in order to register for a hunter education class.

- You can find your child's SPID at the top of their hunting or fishing license.
- Each SPID is unique and assigned to ONE individual. Think of it like a SSN.
- Your child will have a Wyoming SPID if they have ever had a Wyoming hunting or fishing license issued in their name.
- If you forgot your child's SPID, you can log in to your child's [WGFD User Portal here](#) (Note: use your child's information to log in, not your own!)
- IF YOUR CHILD DOES NOT HAVE A SPID, you must create one for them before registering them for a hunter ed class:
  - Go to the [WGFD Portal Login](https://wgfapps.wyo.gov/LoginPortal/Login1.aspx) <https://wgfapps.wyo.gov/LoginPortal/Login1.aspx>
  - Click "Create username and password"
  - Follow the prompts and enter YOUR CHILD's information. You are creating a legal profile for THEM not yourself.
    - **YOU WILL NEED THE LAST 4 DIGITS OF YOUR CHILD'S SSN**
  - TIP: Do not use emails as usernames.
    - Ex: use jrsmith1234 not [johnsmith2022@yahoo.com](mailto:johnsmith2022@yahoo.com)
    - Write the username and password in a secure place. You will need this later to apply for hunting licenses for your child.
- **Call 307-777-4500 if you need help with the WGFD User portal**

### NEXT

1. Once you see a class available that you like, to register for the class, click "REGISTER NOW" in the upper right box of the class.
2. You will be prompted to log in or **create an account with our registration platform Kalkomey**
  - a. Unless you have registered yourself or a family member recently for a hunter ed class, you will have to create a profile. **THIS IS DIFFERENT FROM YOUR WGFD USER PORTAL LOG IN!**
  - b. Click "CREATE AN ACCOUNT" at the bottom of the page.
3. Parents, fill in YOUR email and date of birth
4. You will be sent a verification email
5. Open the email in your inbox, click the "Confirm My Account" button
6. This action will open a new tab where you can complete the setup of your profile
  - a. This includes your SPID number, not your child's
7. The final step will be to fill in all the required personal information to complete your profile
8. Once you have filled out all fields, hit Create an Account
9. You will be re-routed back to confirm your registration for the Hunter education Class
10. You can choose between registering yourself (primary account) OR a LINKED ACCOUNT.
  - a. Select LINK NEW ACCOUNT
11. Here you will be prompted to add your child's information, including *their* SPID number.
12. From here you can finish the registration or click on the gold button that says "ADD ANOTHER PARTICIPANT" if you have multiple children you would like to sign up for a single class.
13. Once all children have been added to the registration, confirm and click "FINISH REGISTRATION"
14. You will see a page that says "YOU'RE ALL SET"
15. You will also receive a confirmation email saying who is registered for the class, and the class details will be listed in the email.
16. **Call Kalkomey at 1-800-684-9541 if you need help registering for the class**

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- Each SPID is unique and assigned to ONE individual. Think of it like a SSN.
- You will have a Wyoming SPID if you have ever had a Wyoming hunting or fishing license issued in your name.
- If you forgot your SPID, you can log in to your [WGFD User Portal here](#)
- IF YOU DO NOT HAVE A SPID, you must create one before registering for a hunter ed class:
  - Go to the [WGFD Portal Login](#)
  - Click “Create username and password”
  - Follow the prompts and enter YOUR information. You are creating a legal profile for yourself.
    - **YOU WILL NEED THE LAST 4 DIGITS OF YOUR SSN**
  - TIP: Do not use emails as usernames.
    - Ex: use jrsmith1234 not [johnsmith2022@yahoo.com](#)
    - Write the username and password in a secure place. You will need this later to apply for hunting licenses.
- **Call 307-777-4500 if you need help with the WGFD User portal**

### Steps for registering for a Wyoming hunter ed class:

1. Once you see a class available that you like, to register for the class, click “REGISTER NOW” in the upper right box of the class.
2. You will be prompted to log in or **create an account with our hunter ed platform Kalkomey**
  - a. Unless you have registered yourself or a family member recently for a hunter ed class, you will have to create a profile. **THIS IS DIFFERENT FROM YOUR WGFD USER PORTAL LOG IN!**
  - b. Click “CREATE AN ACCOUNT” at the bottom of the page.
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8. Once you have filled out all fields, click “Create an Account”
9. You will be re-routed back to confirm your registration for the Hunter education Class
10. You can choose between registering yourself (primary account) OR a LINKED ACCOUNT.
  - a. Select MYSELF (Primary account)
11. confirm and click “FINISH REGISTRATION”
12. You will see a page that says “YOU'RE ALL SET”
13. You will also receive a confirmation email saying who is registered for the class, and the class details will be listed in the email.

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