



## SABA ACCOUNT REGISTRATION FOR CBI TRAINING

In 2018, the Colorado Bureau of Investigation adopted a new online learning platform for our criminal justice partners called Saba. Saba allows the CBI to post online training, host instructor-led webinars, and provide registration for classes and Regional Training events.

### Creating an Account

1. Visit the Saba website at <https://cdps-external.sabacloud.com>.
2. Click the Sign Up button.
3. Complete all required fields.
  - a. Use the professional email address assigned to you by your agency/organization. This will become your username and is where you'll receive relevant training notices.
  - b. The **Security Keyword** is **CDPS Training** (case sensitive, with the space).
    - i. This keyword is the same for all users seeking CBI training. Do not post or distribute this keyword outside of criminal justice agencies.
  - c. For Division, choose **CBI**.

### Restrictions

This system provides training for **criminal justice partners only**. Do not distribute or post the Saba link or Security Keyword where unauthorized persons can see it.

If you are a member of the Colorado Department of Public Safety, you may already have a Saba account; check with your division's Saba administrator or Human Resources liaison.

### Proper System Usage

Visit [https://cdps.sabacloud.com/Saba/Web\\_spf/NA3P1PRD0028/common/ledetail/00003722](https://cdps.sabacloud.com/Saba/Web_spf/NA3P1PRD0028/common/ledetail/00003722) if you have been instructed to register for and complete **Proper System Usage** training for new or continued access to CCIC. You can only access this training after registering for a Saba account.

### Other Training

Click on **Browse** → **Learning Catalog** to view other available training offered by the CBI.



The image above is a short, playable video when viewed inside Adobe Acrobat.