Agenda for Children’s
New Training Registration System
https://training.agendaforchildren.org

Visit our online registration system to:

- Sign up for classes
- Sign your staff up for classes
- Pay for classes
- Submit online evaluations
- Download certificates for workshops that you’ve taken

Getting Started: Accessing your account
If you have taken a class since July 1, 2014, congratulations—you already have an account!

The first thing you need to do is find out what your username is. In most cases, your username is your email address (assuming that you have provided it.)

*Note: if you did not provide an email address during the registration process, the owner of that email account will instead receive the emails mentioned below on your username and resetting your password.* You can also find your username by following these steps:

1. Go to: [https://training.agendaforchildren.org/checkoutsigin.cfm](https://training.agendaforchildren.org/checkoutsigin.cfm) Note that there is no “www” in the address!

2. Click on the **Forgot Username?** button
3. Enter your email address and click **Submit**. An email will be sent to you with your username. It will come from **trainings@agendaforchildren.org**.

4. Once you receive your username, go back to the sign in page and click on the **Forgot Password?** button.

5. Enter your email address and username, then hit **Submit**. You will receive an email from **trainings@agendaforchildren.org** with a link to reset your password.

6. When you receive the email, click on the link to enter a new password.

7. Congratulations! You’re now ready to login and register for classes!