

# 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/checkoutsignin.cfm> Note that there is no "www" in the address!
2. Click on the **Forgot Username?** button

Agenda for Children Training

Course Search
Calendar View
My Account

### YOUR ACCOUNT

Please Note: There is a 15 minute time limit to complete your checkout before the session expires. There is also the possibility one or more courses currently in your cart could become full before you complete the checkout process. If that case occurs, you will be notified on the Checkout page before submitting your final order.

**Already have an account?**


Please enter the username and password you set up during registration or checkout. If you do not have an account, use the New Account option below.

\* required information

User Name \*

Password \*

[Forgot Username?](#) [Forgot Password?](#)



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](mailto:trainings@agendaforchildren.org).

#### FORGOT YOUR USER NAME

If you have forgotten your username, please submit your email address below and we will send the user name to you.

Email Address:

**Submit** Return to Login

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

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\* required information

User Name \*

Password \*

**Login**

For

**Forgot Password?**

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

#### FORGOT YOUR PASSWORD

If you have forgotten your password, please submit your email and user name below. We will send you an email with a link to change your password if both the email and user name match the account.

Email Address:

User Name:

**Submit** Return to Login

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!