

Update your profile

1. Login to your account at: <https://training.agendaforchildren.org/checkoutsignin.cfm>
2. From the left-hand pane, click on **My Account**, then **Edit Profile/Password**.

Agenda for Children Training Cart Sign Out

Account: Teresa Falgoust

My Account

MyAccount Home

Edit Profile/Password

Manage Members

View/Pay Invoices

Print Records

Registrations in Cart: 0

Total Registrations: 4

Upcoming Registrations:

	Start Date
Appropriate Practice for	4/01/15
	4/18/15

MyAccount News

3. Check to make sure that we have your most current information and update any missing information. Be sure to include your employer information!

- **Membership Type:** This is where it will list whether you work for a Class A center, family child care program, Class B center or school. If the information here is incorrect, email trainings@agendaforchildren.org with your corrected information. This will affect the prices you may pay for Foundational Classes (and your ability to attend certain classes), so it's very important that your membership is accurate!
- **To change your User Name:** scroll down to the bottom of the page and enter the user name you would prefer to use. We suggest using your email because you may be more likely to remember it! Hit **Submit** when you are done.
- **To change your Password:** Enter the password you would like to use. Passwords can contain letters, numbers, and !\$@. characters only. No spaces. Then enter the same exact password in the Confirm Password field. Hit **Submit** when you are done.

For existing accounts, edit User Name and/or Password only to change an existing value. Passwords can contain letters, numbers, and !\$@. characters only. No spaces.

User Name (6-50 characters) *

Password (6-12 characters)

Confirm Password

Submit **Back**