

## How to update your profile

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

The screenshot shows the 'Agenda for Children Training' website. On the left is a navigation menu with items: Course Search, Calendar View, My Account (circled in red), MyAccount Home, Edit Profile/Password (circled in red), Manage Members, View/Pay Invoices, and Print Reports. A red arrow labeled '1. My Account' points to the 'My Account' menu item. Another red arrow labeled '2. Edit Profile/Password' points to the 'Edit Profile/Password' menu item. The main content area shows 'MyAccount HOME' with statistics: Registrations in Cart: 0, Total Registrations: 4. Below this is a table for 'Upcoming Registrations' with columns for 'Start Date' and 'Date'. The table lists two registrations: 'Appropriate Practice for' starting on 4/01/15 and another starting on 4/18/15. On the right, there is a 'MyAccount News' section. At the top right, there are links for 'Cart' and 'Sign Out', and the text 'Account: Teresa Falgoust'.

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

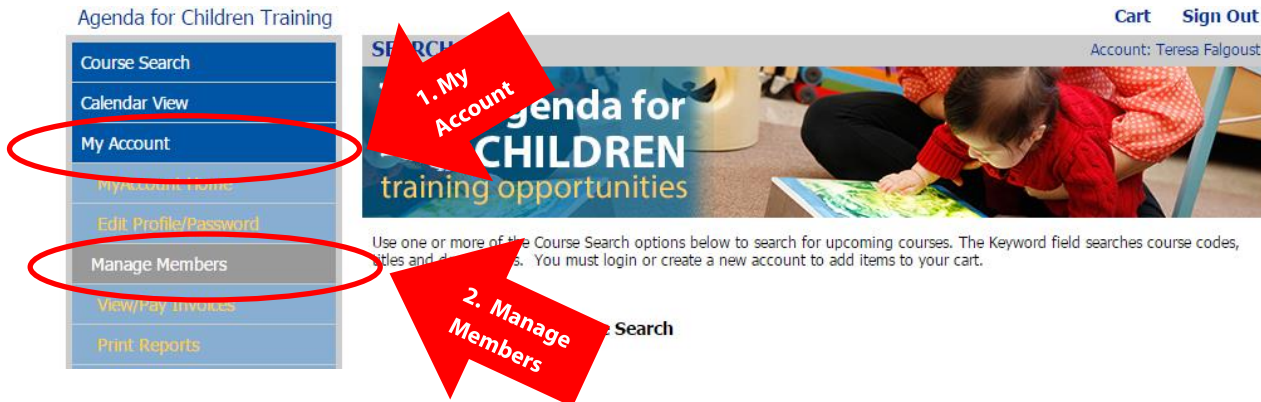
- **Membership Type:** This is where it will list whether you work for a Type I center, Type II center, Type III center, family child care program, Head Start or school. If the information here is incorrect, email [trainings@agendaforchildren.org](mailto:trainings@agendaforchildren.org) with your corrected 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.

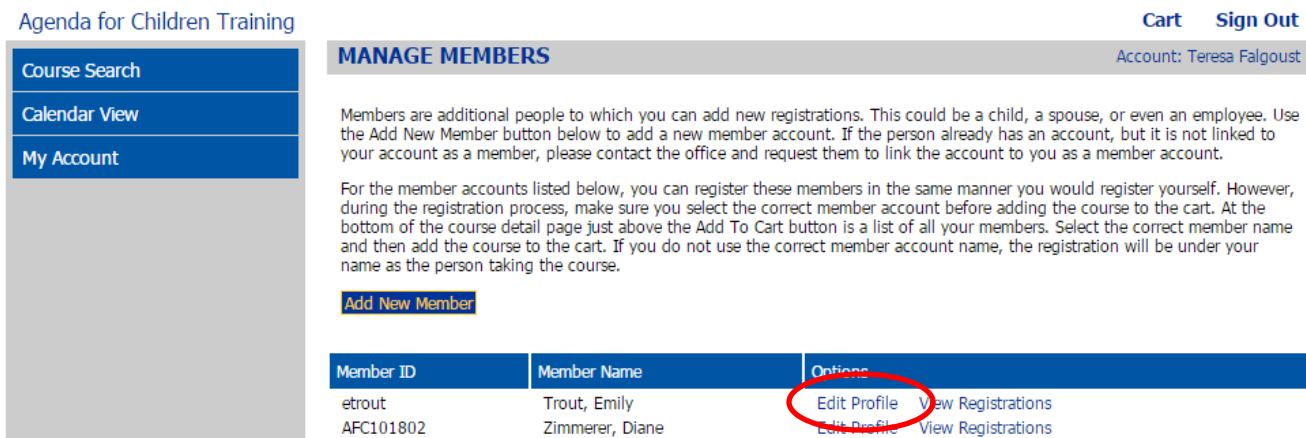
User Name (6-50 characters) *	<input type="text" value="tfgoust@agendaforchildren.org"/>
Password (6-12 characters)	<input type="password"/>
Confirm Password	<input type="password"/>
	<input type="button" value="Submit"/> <input type="button" value="Back"/>

# How to update staff members' profiles and reset their user names and passwords

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



3. From here, you'll see a list of everyone associated with your account. Click on **Edit Profile** to update their information, including their password and username.



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

- **Membership Type:** This is where it will list whether your staff person works for a Type I center, Type II center, Type III center, family child care program, Head Start or school. If the information here is incorrect, email [trainings@agendaforchildren.org](mailto: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 the membership type is accurate!
- **To change their User Name:** scroll down to the bottom of the page and enter the user name you would prefer to use. We suggest using an email because you may be more likely to remember it. Hit **Submit** when you are done.
- **To change their 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.

**If you change your staff members' user names or passwords, please be sure to give them the updated information!**

## How to add staff members to your account

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

The screenshot shows the website's navigation menu on the left. The 'My Account' option is circled in red, and a red arrow points to it with the text '1. My Account'. Below it, the 'Manage Members' option is also circled in red, with a red arrow pointing to it and the text '2. Manage Members'. The main content area shows a search bar and a list of course options.

3. From here, you'll see a list of everyone associated with your account. If you have staff members that are *not* listed here, what you do next will depend on if they already have an account:
  - a. **Staff with Existing Accounts:** If your staff members already have accounts, but aren't linked to your account, we can add them for you. In general, anyone who has taken a class with us since July 2014 has an account in our system. Just email [trainings@agendaforchildren.org](mailto:trainings@agendaforchildren.org) with YOUR name and the names of all of the staff members you would like added to your account. Note that if you choose the **Add New Member** option instead of emailing us, that person will then have TWO accounts, which means that their transcripts won't be accurate. If you accidentally create a duplicate account, please email [trainings@agendaforchildren.org](mailto:trainings@agendaforchildren.org) and we
  - b. **Staff without an Account:** If you have staff that don't already have an account with us, please use the **Add New Member** option:

The screenshot shows the 'MANAGE MEMBERS' page. The 'Add New Member' button is circled in red, and a red arrow points to it with the text '3. Add New Member'. Below the button is a table with three columns: Member ID, Member Name, and Options.

Member ID	Member Name	Options
AFC103664	Test, Nobody	Edit Profile View Registrations
etrou	Trout, Emily	Edit Profile View Registrations
AFC101802	Zimmerer, Diane	Edit Profile View Registrations

On the next page, you will be prompted to create a new account. Be sure to have the staff person's name, address, email and birthdate handy. Once you have filled out all of the fields, click **Submit**.