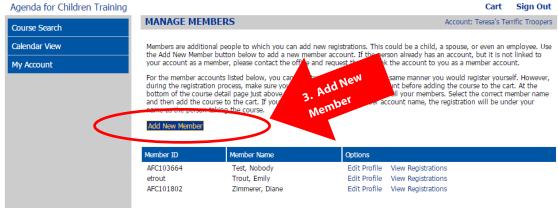# How to add staff members to your account

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`.

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 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 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:

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`.