How to add staff members to your account

1. Login to your account at: https://training.agendaforchildren.org/checkoutsigin.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**.