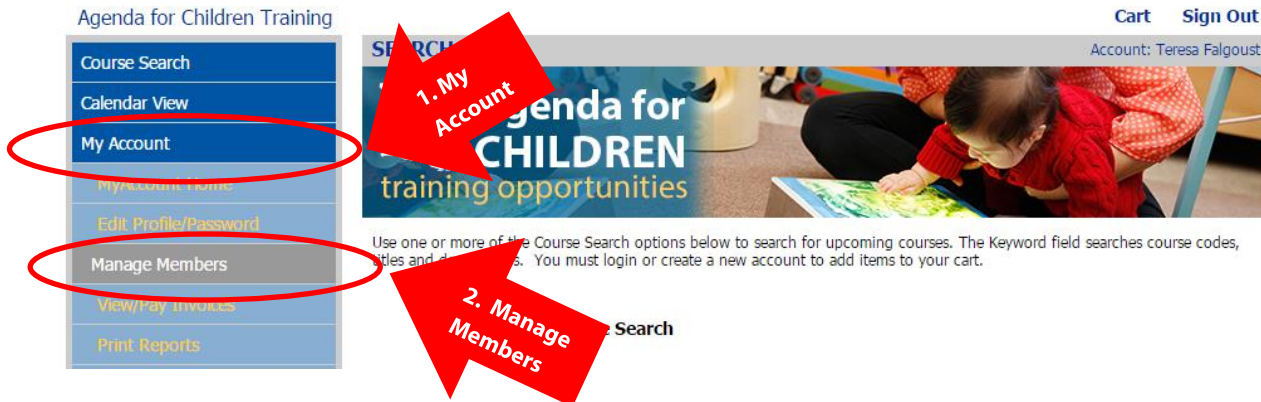
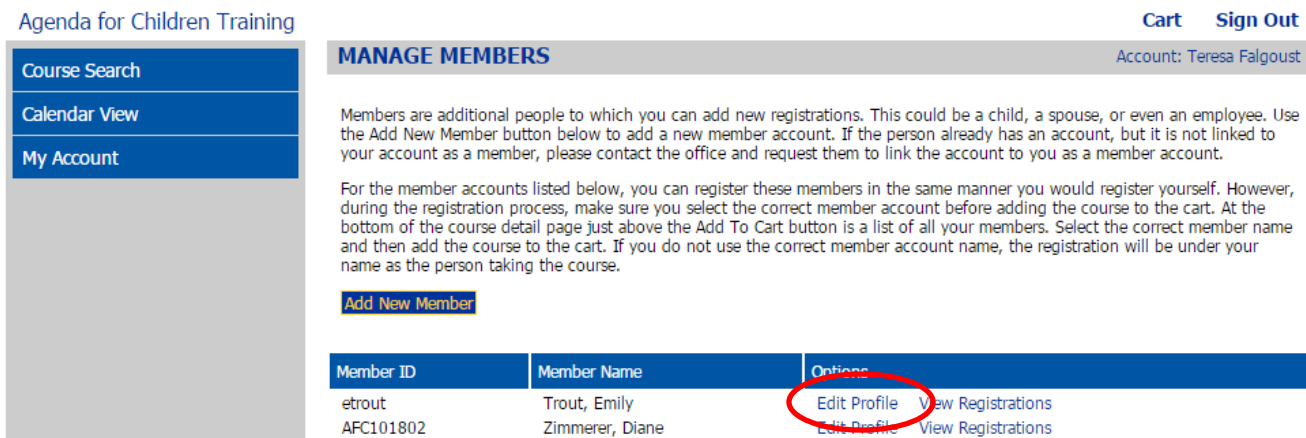


How to update staff members' profiles and reset their user names and passwords

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 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!