



How to Register for CalSWEC Events and Trainings

FOR USERS WHO HAVE ESTABLISHED PROFILES

If you want to register for any of CalSWEC's events or training, and already have a profile established on CalSWEC's Event and Training Registration site, follow the steps below:

1. Go to CalSWEC's Event and Training Registration homepage, <http://elearning.networkofcare.org/calswec/>, and click on the event you want to attend.
2. Go to **Register here** to register for the event. This will take you to Event Name; Quantity; Price. (This language will change later.)
3. Enter the number of participants you wish to register. If this is your own registration, enter **1**, and click **Proceed**.
4. This will take you to the Cancellation Policy. Check the box that says **I agree to the policy**.
5. Click **Proceed**. This will automatically take you to the Sign-in page. **Sign in** using your already-established username and password.
6. You will be taken to the page to confirm if the registration is for you or not. **Click YES** for you, or **NO** if you are registering for someone else.
7. Click **Proceed** to go to the next page, then click **Next** to see the cost. Then your registration will be confirmed.

FOR NEW USERS

If you are a New User:

1. Go to CalSWEC's Event and Training Registration homepage, <http://elearning.networkofcare.org/calswec/>, and click on **New User** to establish a profile.
2. Fill in the necessary information. After you have completed this, check your information, edit as needed, and click **Create User**. Your profile has been established.
3. Return to CalSWEC's Event and Training Registration homepage, <http://elearning.networkofcare.org/calswec/>, and follow the steps for **How to Register**.

PASSWORD INFORMATION

It is advisable to write down your password information before you proceed.

FORGOT YOUR PASSWORD?

If you have forgotten your password:

1. Go to CalSWEC's Event and Training Registration homepage, <http://elearning.networkofcare.org/calswec/>.
2. Click **Forgot Password**. Follow the steps, and your information will be sent to you. You can also send an email to yogbodo@berkeley.edu to retrieve your information.

CHANGE YOUR PROFILE & PASSWORD

To change your profile or password information:

1. From CalSWEC's Event and Training Registration home page, <http://elearning.networkofcare.org/calswec/>, sign in using your current username and password. This will take you into your Event Page.
2. Click on **My profile** and make any change you want.
3. Click **Submit**.