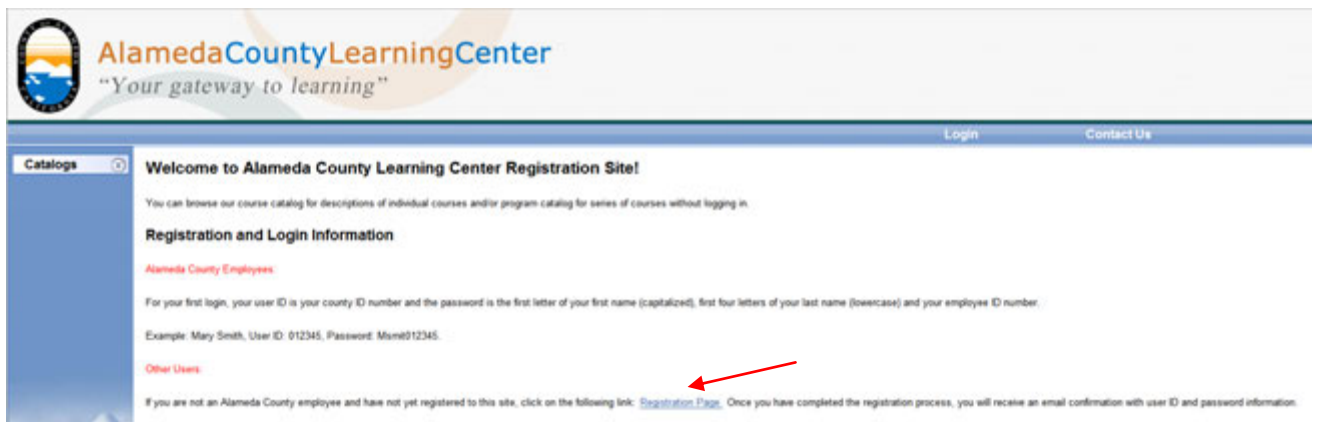


Quick Training Registration Guide for Non-County Users

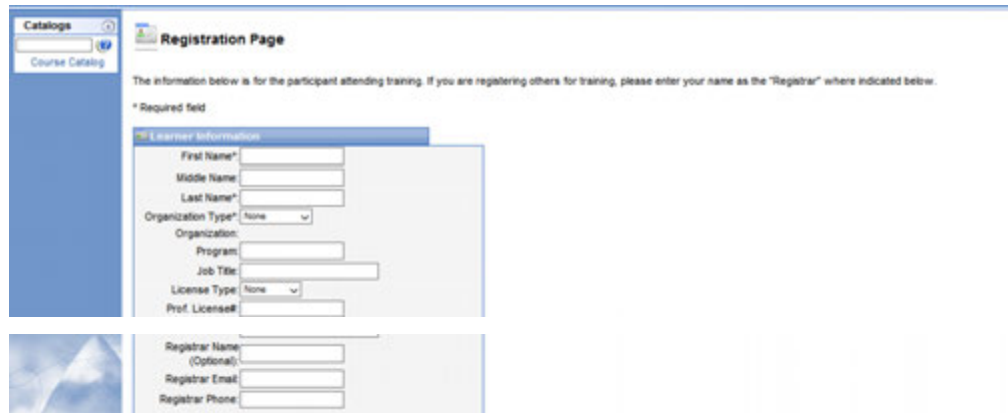
This quick reference guide provides instructions on how to access the Alameda County Learning Center to register for training. For more detailed, step-by-step instructions regarding training registration and other topics such as how to access your training records, printing a transcript, and updating your contact information, please refer to the Alameda County Training & Education Center Training Registration Guide for Non-County Users located at <http://www.acgov.org/conference/schedule.htm>.

Accessing Alameda County Learning Center

1. Type the following address into a web browser: <http://alameda.netkeepers.com> and press **Enter**. The Welcome to Alameda County Learning Center Registration Site will appear.
2. If this is your first time to this site, you will need to register by selecting the **Registration Page** link.



3. Enter in your information as applicable. The asterisk indicates information that is required. If you are registering on someone else's behalf, please enter their information and note your information as the **Registrar**.

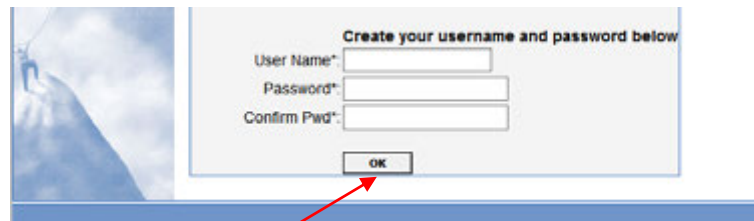


The screenshot shows a web browser window with a 'Catalogs' sidebar and a main 'Registration Page'. The page contains a form for registration. The form is divided into two sections: 'Learner Information' and 'Registrar Information'. The 'Learner Information' section includes fields for First Name, Middle Name, Last Name, Organization Type (a dropdown menu), Organization, Program, Job Title, License Type (a dropdown menu), and Prof. License#. The 'Registrar Information' section includes fields for Registrar Name (Optional), Registrar Email, and Registrar Phone. A red arrow points to the 'Registrar Name' field.

4. Create your username and password. It is recommended you enter a username such as your email address or a variation that is **easy to remember**. The system will accept passwords between 8 and 12 characters in length and must contain at least three of these four elements:

Upper case letters, lower case letters, numbers or special characters: !, @, #, \$, %, etc.

Select the **OK** button when you have entered in a username and password.



The screenshot shows a form titled 'Create your username and password below'. It has three input fields: 'User Name*', 'Password*', and 'Confirm Pwd*'. Below the fields is an 'OK' button. A red arrow points to the 'OK' button.

5. You will receive a confirmation email from Registrar at aclearningcenter@acgov.org. **Please ensure your SPAM or Junk Email filter accepts emails from this web address.**
6. Click on the link inside the email which will return you to the Alameda County Learning Center.

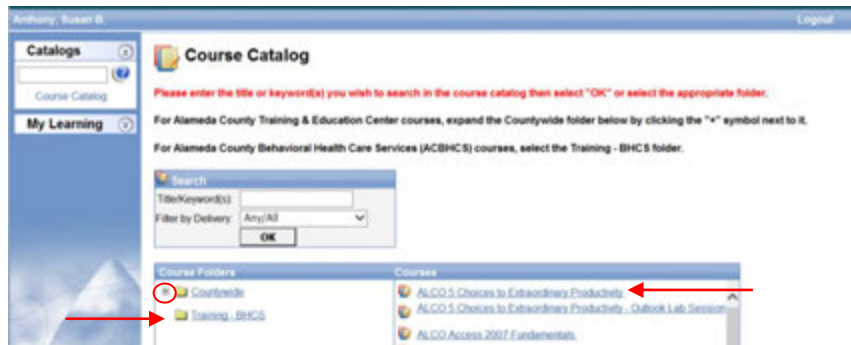


7. Enter in your username and password then select **OK**.

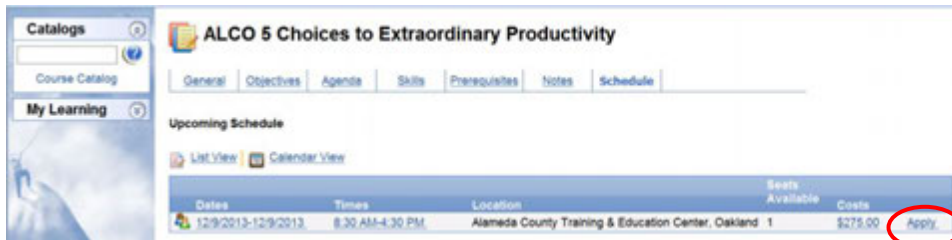
Finding a Course and Registering for a Class

Upon logging in, the **Course Catalog** will appear.

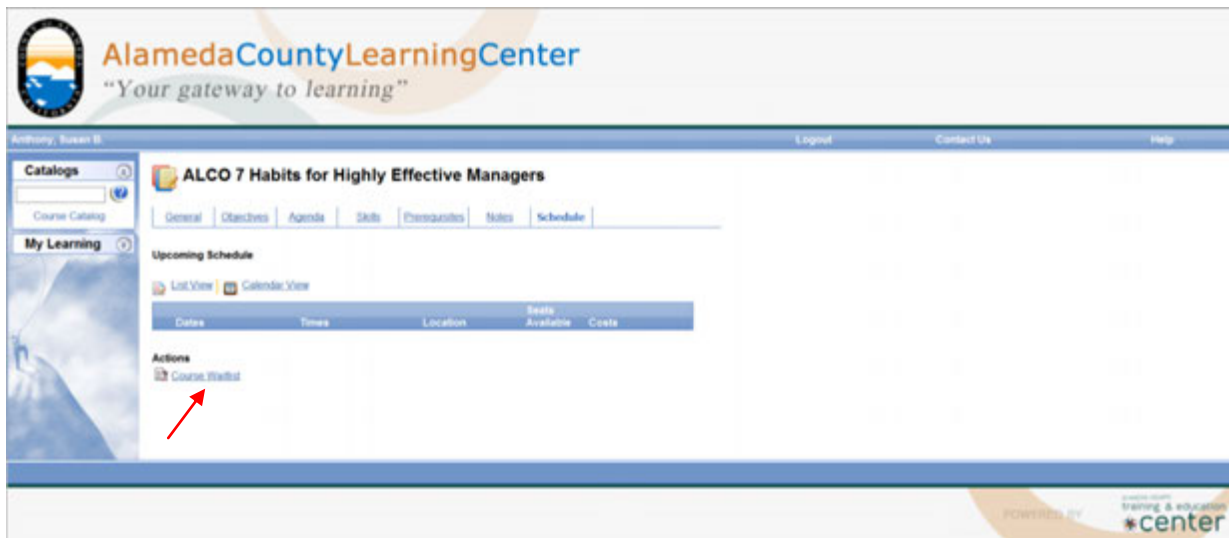
1. For Alameda County Training & Education Center courses, expand the **Countywide** folder by clicking the “+” symbol. For Behavioral Health Care Services courses, select the **Training-BHCS** folder.
2. To view more details of the courses listed under each subfolder, click on the subfolder of interest then select the course of interest.



3. You will be presented with a schedule page for the course you selected reflecting all scheduled classes for this course. Select the **Apply** text to the right of that class.



4. A confirmation email of your registration status will be sent to your email address on file. For fee classes, the confirmation email will include an invoice and details regarding payment. To register for another class select the **Course Catalog** link or enter in keywords in the catalog search box and repeat steps 3 and 4.
5. If a class is not available and you would like to be notified by email when it is offered, you can add your name to the waitlist by clicking the **Course Waitlist** link.



If you have questions or need help, please contact the Training & Education Center at aclearningcenter@acgov.org or call us at (510) 272-6467.