training & education

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

- Type the following address into a web browser: <u>http://alameda.netkeepers.com</u> and press Enter. The Welcome to Alameda County Learning Center Registration Site will appear.
- 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 information below is for the participant attending training. If you are registering others for training, please enter you * Required field *** Required field ***********************************	ur name as the "Registrar" where indicated below
* Required field	
Example Contentiation First Name* Last Name*	
Pirst Name* Midde Name Last Name*	
Vidde Name Last Name*	
Last Name*	
Last Name*	
Organization:	
Program	
Job Title	
License Type None	
Prof. License#	
Registrar Name	
(Optional) Registrar Email	

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.

 User Name*	mame and password below
Password*	
Confirm Pwd*:	
ок	L.

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

from:	Registrar <adeemingcenter@acgov.org></adeemingcenter@acgov.org>				
foi:	Washington, Rashida, Human Res.				
Subject.	Your Training Partner Online Password				
Dear Si	mpson, Maggie				
Welcor	ne to Training Partner Online.				
Your ne	nw profile has been created.				
YourLo	gin information is:				
			/		
Logirce	nsimpson				
Passwo	rd: Msimpson2013				
Passwo	rds are case sensitive				
You car	n access Training Partner Online at http://alameda.netkeepers.o	com/TPOnline/TPOnline.dll/Home			

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.

- 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.

Anthony, Busan B.		Logist
Catalogs () Course Catolog My Learning ()	For Alameda County Training & Education Ce	o search in the course catalog then select "OK" or select the appropriate folder. rder courses, expand the Countywide folder below by clicking the "*" symbol next to it. lervices (ACBHCS) courses, select the Training - BHCS folder.
	Course Folders	Courses
	Countereide TrainingBHC5	ALCO 5. Obvious to Extensionary Envelopment ALCO 5. Obvious to Extension ALCO 5. Obvious to Extension ALCO Access 2007 Eurodementate.

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.

Catalogs (2)	E ALCO 5 Choi	ces to Extrao	rdinary Produ	ctivity			
Course Catalog	General Objectives	Agenda Skills	Prerequisites Not	ts Schedule			
My Learning 🕤	Upcoming Schedule	Vew					
0	Dates	Times	Location		Seets Available	Costs	I.
11	A 12/9/2013-12/9/2013	8.30 AM-4.30 PM	Alameda County	Training & Education Center, O	skland 1	\$275.00 Apply.)

- 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.
- 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.



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



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