

# Creating Member-Linked Profiles & Registering Individuals for Online Training

## Company Accredited Representative/Designee Steps

Profiles must be created for each individual that will take training. The Accredited Representative, or their designee, can do this.

### Creating Profiles

Before you begin, be sure that you have the email address for each individual.

1. Go to [www.necanet.org](http://www.necanet.org) and login.
2. On the NECA Learning Center homepage select “Manage Profile,” next to the “Log out” button
3. Within the My Account box, select “Update Company Profile”
4. On the Company Information page, select the link “Maintain Employees” at the top of the page
5. The Maintain Employees page:
  - a. Lists all individuals who already have a profile. You can update or delete their profiles here.
  - b. Scroll to the bottom of the page to select “Add New Employee”
    - i. You must provide the individual’s Prefix, First and Last Name and Email Address.

### Registering for Online Classes

1. Go to [www.necalearningcenter.org](http://www.necalearningcenter.org).
2. If you’re already signed in to the NECA website you’ll get right in. If not, you’ll use the same login credentials as above.
3. Select the “Course Catalog” from the right navigation and then select a search option to view all available courses in the NECA Learning Center. If you’re not sure what you’re looking for, select “Advanced Search” to see all options and narrow down from there.
4. Identify the course you’d like to register for and select “Register” to be taken to the course registration page.
  - a. If you are registering yourself for the course you can select “Register Yourself” within the Choose Participant(s) box. *Note: If this option does not appear, you are already registered for this course and should go to “My Courses.”*
  - b. If you are registering someone else:
    - i. Expand your company to view all individuals in the NECA database
    - ii. Check the boxes next to the individual’s names and select “Add Selected Participants” at the bottom of the box
5. Once all registrations have been added, you can opt to:
  - a. Add the registrations to your cart and return to the course catalog to register for additional courses OR
  - b. Add the registrations to your cart and proceed to checkout
6. On the Cart Summary page, after reviewing your order, you can select “Checkout.” If payment is due, a processing window will open for payment information.
7. Following the transaction, the purchaser will be emailed a receipt and all participants will be emailed to access each course they are registered for.
  - a. The purchaser can go back to their “Transaction History” tab to view progress of participants and resend enrollment emails.

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## Individual Steps

Individuals can also create their own profiles and register themselves for online training

### Creating Profiles

1. Obtain the Company ID and Phone Number of Record from the Accredited Representative
2. Go to [www.necanet.org](http://www.necanet.org) and select Login.
3. Under the login box, select "New User"
4. Complete the Member ID Number and Corresponding Phone Number boxes. *Note: if you select "Don't Know ID/Phone" your profile will not be linked to your member company and member pricing won't appear.*
5. Enter profile information, including Prefix, First and Last Name and Email Address.

### Registering for Online Classes

1. Go to [www.necalearningcenter.org](http://www.necalearningcenter.org). If you're already signed in to the NECA website you'll get right in. If not, you'll use the same login credentials as above.
2. Select the "Course Catalog" from the right navigation and then select a search option to view all available courses in the NECA Learning Center. If you're not sure what you're looking for, select "Advanced Search" to see all options and narrow down from there.
3. Identify the course you'd like to register for and select "Register"
4. You will be taken to the Cart Summary. If you would like to register for additional classes select "Return to Course Catalog."
5. Once complete, on the Cart Summary page, after reviewing your order, you can select "Checkout." If payment is due, a processing window will open for payment information.
6. Following the transaction, you will be emailed a receipt and enrollment notifications in all classes you have been registered for. You can access these courses via the "My Courses" page.