



How to Register for a Training

Would you like to register for a workshop listed in the NH Professional Registry? After using your username and password to log in to the Registry at <https://nhportal.naccraware.net>.

If you searched using the "**Training Calendar**", you will be looking at a calendar page showing all scheduled trainings in the month displayed.

1. Click on the name of the training you plan to attend.
2. Information about the workshop such as description, location, time, and trainer will display. Click on the blue "Register" button centered at the bottom of the page. Follow Step 3 below.

If you searched using the "**Search Training Sessions**" button on the calendar page, you are now looking at your search results. To the right of each training displayed are "View" and "Register" buttons

1. Clicking on "View" will display the description, location, etc. for the training. If after reviewing this information you decide that this is the workshop for you, click on the blue "Register" button centered at the bottom of the page.
2. Clicking on "Register" bypasses the training information and brings you right to the Registration Page.

Either way...

3. After clicking "Register", enter your purpose and motivations for enrolling once again click on the blue "Register" button.

After completing Step 3, your registration status will be "pending" if seats are open or "wait-listed" if the workshop is full. You will be notified via email when you have been enrolled in the training. This generally happens within 2 business days for pending registrations but can take longer as in the case of wait-listing.

As always if you have questions or need help navigating the Registry, please do not hesitate to contact ACROSS NH at 1-855-302-6678. We're here to help!

ACROSS NH is a project of SERESC funded by the NH Child Development Bureau. Our goal is to provide statewide technical assistance and professional development opportunities to after school providers to support their work in creating high quality, innovative programs for schoolage children.

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