T2 WEBSITE GUIDE

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FOLLOW THESE STEPS:

- Use this link: https://www.t2.lhtac.org to navigate to the website
- Enter your email as your username
- Press "Forgot Password" and enter your email address to receive an email.
- Use the link in the email to reset your password.
- Now, use your email and the password you just created to log in.
- **Review the "My Registration Portal" and find:**
  - Upcoming classes you have registered for,
  - Course history showing classes you have taken,
  - Certificate Program (Road Scholar, Road Master, and Leadership Development). Click "View Certification Details". This will open up and show you which classes you have taken. It will also show you when your next class is. If you click on the name of the class, it will open a list of sessions.
- **Review the "Courses" tab and find:**
  - A list of the classes that are available for you to register for,
  - Click "Details" on the class you want to register for to open up a summary. This summary will explain information about the class, like the time and date, location, the instructor teaching the session, and the capacity,
  - Click "Register" to sign up for class. Once you click "Register", it will open your contact information. Be sure to confirm your contact information is correct,
  - Click "Proceed". This will open into your "Cart". It will show a drop-down box with all $0. Please note that class prices can be found on our website, and everything in your cart will say $0 since agencies pay for classes and not individuals,
  - Click "Proceed" again. This will lead you to a page that will say "Registration Completed". Disregard the total due as the invoiced amount for trainings will go to your local agency,
  - You can then click the link on this page to go back to your "Registration Portal" to see the classes you are registered for.
- **Review the "Profile" tab and find:**
  - This is where you can change your password, edit your company name, and change your phone number and address.
- **Review the "Cart" tab and find:**
  - This is where you can view classes you have registered for,
  - Click "Proceed" to confirm your registrations.

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STEPS TO FOLLOW CONTINUED:

- **"My Class Records" tab is similar to the "Registration Portal" and can be used to find:**
  - Cancel an upcoming registration by clicking the link near the top that will say "Click Here to Cancel a Registration".
  - You can also view your progress for the Road Scholar, Road Master, and Leadership Development programs.
  - By clicking "Certification Details" at the bottom of the page, this will bring up your certificate summary,
  - You can also see when a specific class is that you would like to take. Click on the hyperlink, and it will take you to the class registration page. Note: the hyperlink is only for the next available class. It will not show additional classes in all the locations we teach at.

DEPARTMENT ORGANIZERS:

- **Department Organizers can register multiple people all at the same time. Follow these steps to do this:**
  - Go to the "Course" tab and click on the "Details" tab next to the class you are interested in.
  - **Capacity:** This shows how many people are registered and how many spots are available with the event time and location. If the class is full, there is a link near the top that you can click to be added to the waitlist.
  - Click "Register" at the bottom of the page. This will open your cart. You will have three (3) choices (myself only, myself, and others and others only).
    - Click on "others only" if you are registering for your staff. Another box will open asking for the count of registrants. Enter the number of registrants.
  - Click "Proceed". This will open "Registration Summary" showing the number of slots you have requested on the previous page.
  - Click "Search Registrants". A list of your staff will populate.
  - Click on the name of each person you want to register.
  - Click "Save and Continue"
  - Disregard the drop-down that says, "All $0". We do not use this system for accounting since we invoice agencies and not individuals.
  - At the point, make sure everything looks correct with registrants. You can add or remove still.

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DEPARTMENT ORGANIZERS CONTINUED:

- If everything looks correct, click "Proceed" at the bottom.
- A registration complete page will pop up showing everyone who is registered for the class.
- To cancel staff registration, click on the "Staff" tab
  - Click on "Click Here to Cancel Staff Registrations".
  - This will bring up a list of staff members and the classes they are registered for.
  - Click in the box that says "Select" for the classes/staff you want to cancel.
  - At the bottom of the page, click "Cancel Selected". Confirm you want to cancel.
- On the staff page, there will be a blue button on the top right-hand side of the page that says, "Agency Report". This report will show progress for your staff towards the Road Scholar, Road Master, and Leadership Development programs. It will also show upcoming classes that staff have registered for.

THANK YOU FOR YOUR TIME. - LHTAC T2 CENTER