



How to Create a CCCC On-Line Profile, Register for and Withdraw from a Workshop

Steps to create an on-line profile

1. Log on to www.ccccunion.org
2. On the home page click on the “Education and Training” link under the For Providers Section.
3. Scroll down to the middle of the page and click on the “On-line Calendar and Registration” link.
4. Click on the “New Account Registration” link.
5. Enter your information in the system (*see our Tips for Successful On-Line Registration*)
6. On the last page you will be prompted to enter a username and password (it is recommended that you use your email address)
7. You will receive a message that your profile has been successfully created
8. Write down your username and password for future reference.

**Note the Log-out button is located on the Home Page (you will have to use the scroll bar to scroll over to the far right of the page)*

How to View and Register for a workshop

1. Log into your profile (follow steps 1-3 in Steps to Create an On-Line Profile)
2. Click on the “Courses” link.
3. All available courses will appear
4. Click on the + (plus sign) to view course details
5. To register for the selected course click on the “Register for Course” link.
6. Once the “Course Information Sheet” appears click on the link “Confirm” link (at bottom of page)
7. *IMPORTANT: Make sure your status says “R” (Registered). If the status is “W” this means the workshop is full and your name has been placed on a waiting list. Check the website regularly to see if a space becomes available.*
8. Print a copy for your records.

How to Withdraw From a Workshop

If for some reason you are unable to attend the workshop you registered for and as a courtesy to others who may be on a waiting list, you must withdraw from the workshop. To withdraw from a workshop follow the steps below.

1. Log into your profile (follow steps 1-3 in Steps to Create an On-Line Profile)
2. Click on the “Courses” link.
3. On the home page click on the “Schedule” link.
4. A “Course Schedule” page will appear with all of the workshops you are registered for; under the “Status” column click on the “R.”
5. This brings you to the “Course Registration Status Change Page,” scroll down and select “Cancel” from the drop-down menu.
6. Now click “Update Status”
7. Print a copy of the page for your records.

Contact our office if you need further assistance 973-923-1433 Ext. 138