

Registering for Trainings

LOGGING INTO ECCONNECT

1. Go to: www.econnectcolorado.org
2. If this is your first time using this system, then click on “CREATE ACCOUNT”.
3. Enter your email
4. You will receive an email with a link to log-in. Check your junk folder if you don’t see it in your inbox!
5. Follow the link to log-in & set your password.

REMEMBER, SAVE YOUR USERNAME/PASSWORD TO USE FOR FUTURE LOG-INS!

“How to Log In” video: <https://www.econnectcolorado.org/logging>

UPDATE PROFILE/RELATIONSHIPS

1. BEFORE registering for trainings, make sure you are associated with the correct organization. Doing so will allow you to see correct information and eligibility for discounts.
2. To do this, click on the little gear icon in the top right corner, and click on “Relationships”.
3. Fill out the name of your Organization, your main role there, and classrooms you work with. You can add multiple classrooms or organizations if you have multiple jobs.

“How to Manage Your Profile” video: <https://www.econnectcolorado.org/how-change-or-update-your-profile>

REGISTERING FOR TRAININGS

1. Click on “Training” in the side menu, then “Training” again.
2. Once you see a list of trainings, filter them by adding “Denver” under the “County” heading on the top.
3. You can review and add as many trainings to your cart as you would like.
4. To checkout, click the cart icon in the upper right corner.
5. Click “Checkout” once ready to proceed.
6. Click “Add registration Info” and fill out basic info for each registration.
7. You can now register more than one person.
***Only do this if you know the other person’s contact and workplace information.**
8. Click “Save” once questions are answered, and proceed to payment by clicking “Continue.”
9. Enter coupon code. If you do not have a coupon code, click “Continue.”
10. Select Card, Check, or Scholarship Request.
11. Click “Continue to Review” and then “Pay and Complete Purchase.”
12. Check your email with the registration confirmation and details for each training.

“How to Sign Up for Trainings” video: <https://www.econnectcolorado.org/sign-training>