

## **NEW CONNECT Events Site**

CONNECT has a new system for managing your CONNECT events (trainings, meetings, etc). Before you can register to attend an **event**, you will first need to register for a CONNECT Events **account**.

My Events ជា

## To Register for a New Events Account:

- 1. Navigate to <u>https://ohconnect.org/</u>
- 2. In the upper right corner, select My Events
- 3. At the bottom of the login window, select the option to Register

		2
Password		
		<b>O</b> 2
Remember	Me	
	Log In	

- 4. Complete the fields on the registration screen:
  - a. **Username**: Your choice; we recommend FirstName.LastName (e.g. Sue.Smith)
  - b. **Email**: Provide the email address to which you will want event reminders, session evaluation forms, and CEU certificates to be sent.
  - c. First Name
  - d. Last Name
  - e. School District/Organization: Select from the menu. If your school system does not appear, please email <u>connect-services@ohconnect.org</u>.
  - f. School building
  - g. **Phone number:** This information will be kept secure and will only be used should CONNECT need to reach you immediately regarding an event cancellation or last-minute change.
  - h. **Register:** Select the *Register* button to complete your registration.

Username
Ĺ
Email
First Name *
Last Name *
School District/Organization *
Academy of St. Bartholomew 🗸
School Building *
Phone Number *
Registration confirmation will be emailed to you.
Register

 Password link: After registering, you will be emailed a link to set your password. Be sure to select the first link that appears in that email message.

DO NOT I to me 👻	REPLY wordpress@ohconnect.org via mg.vesst.io
Username	
To set you	r password, visit the following address:
https://con	nect.novaclients.com/wp-login.php?action=rp&key=CPIBSd32yTqqmRagccLb&login=

https://connect.novaclients.com/wp-login.php

## **Registering for and Managing Your CONNECT Events:**

1. To register for an event, select the *Events* link at the top of any CONNECT webpage:

Services Events Documentation Software

2. To view upcoming events for a specific CONNECT Service Area, use the filters at the top of the page:



- 3. For the **Fiscal** and **Student** service areas, you may then also filter by the related software application:
  - a. Fiscal: Filter by Munis or Redesign
  - b. Student: Filter by EMIS, Infinite Campus, PowerSchool, or ProgressBook
- 4. Click anywhere on an event to display additional details and the option to *Register*.

	Graduation Points (Offering 1)
Graduation Points (Offering 1) Learn how the Graduation Points module in ProgressBook can help you track students' progress	Learn how the Graduation Points module in ProgressBook can help you track students' progress towards meeting ODE graduation requirements. **Participants who wish to look at their own data should bring their own laptop.
<ul> <li>**Participants who wish to look at their own data should bring their own laptop.</li> <li>Sep 23, 2022</li> </ul>	Graduation Points (Offering 1) Student Registration Deadline: September 21, 2022 8:00 am
(§ 1:30 РМ – 3:30 РМ	<ul> <li>Heidi Rhodes</li> <li>ESC of Northeast Ohio</li> <li>Sep 23, 2022</li> <li>1:30 PM - 3:30 PM</li> </ul>
	Target Audience     HS Admin Teuru/Guidance       Counselors/EMIS       Amount of Credit     Contact Hours       2.00
	Event Presentation In-person Format
	Learning Communities
	Renister

- 5. **Email Notification:** Once registered for an event, you will receive an *email* that confirms your registration and provides the additional information below.
  - a. Add to calendar: The email will include an option to add the event to your calendar.
  - b. Cancel Event Registration: If you need to cancel, you may use this link.
  - c. **Zoom sessions**: If the session is being presented via Zoom, and if the event presenter has already created the Zoom meeting link, it will be included in the email notification.
  - d. Additional email notifications: Event reminder email notifications will be sent 1 week prior to and several days prior to any event for which you are registered.
- 6. **Managing Events:** Once you have registered for a CONNECT event, you can view your event history and manage those events from the *My Events* link in the upper right corner of any CONNECT webpage.
  - a. Select the *Details* Link for any event to view more information or cancel your registration.
  - b. If you have been marked by the CONNECT presenter as having attended an event, and if the event has an associated CEU certificate, you will see a link for that certificate that can be downloaded at any time. (The CEU Certificate will also be sent to you via email.)