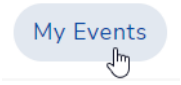
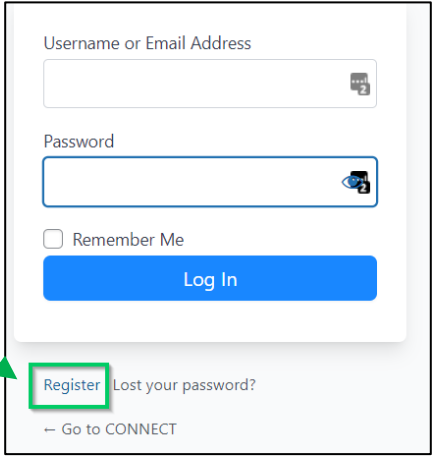
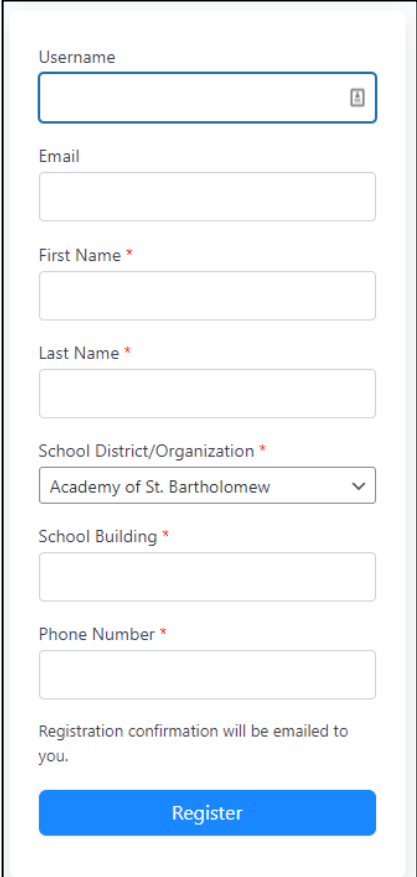


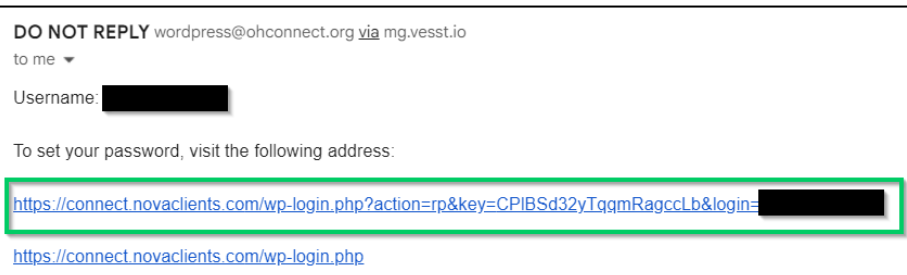
CONNECT has a new system for managing your CONNECT events (trainings, meetings, etc). Before you can register to attend an **event**, you will first need to register for a CONNECT Events **account**.

To Register for a New Events Account:

1. Navigate to <https://ohconnect.org/>
2. In the upper right corner, select *My Events*

3. At the bottom of the login window, select the option to *Register*

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 connect-services@ohconnect.org.
 - 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.

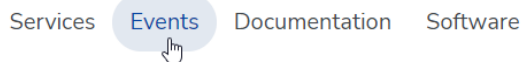


5. **Password link:** After registering, you will be emailed a link to set your password. Be sure to select the **first** link that appears in that email message.

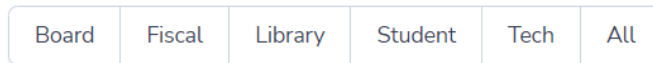


Registering for and Managing Your CONNECT Events:

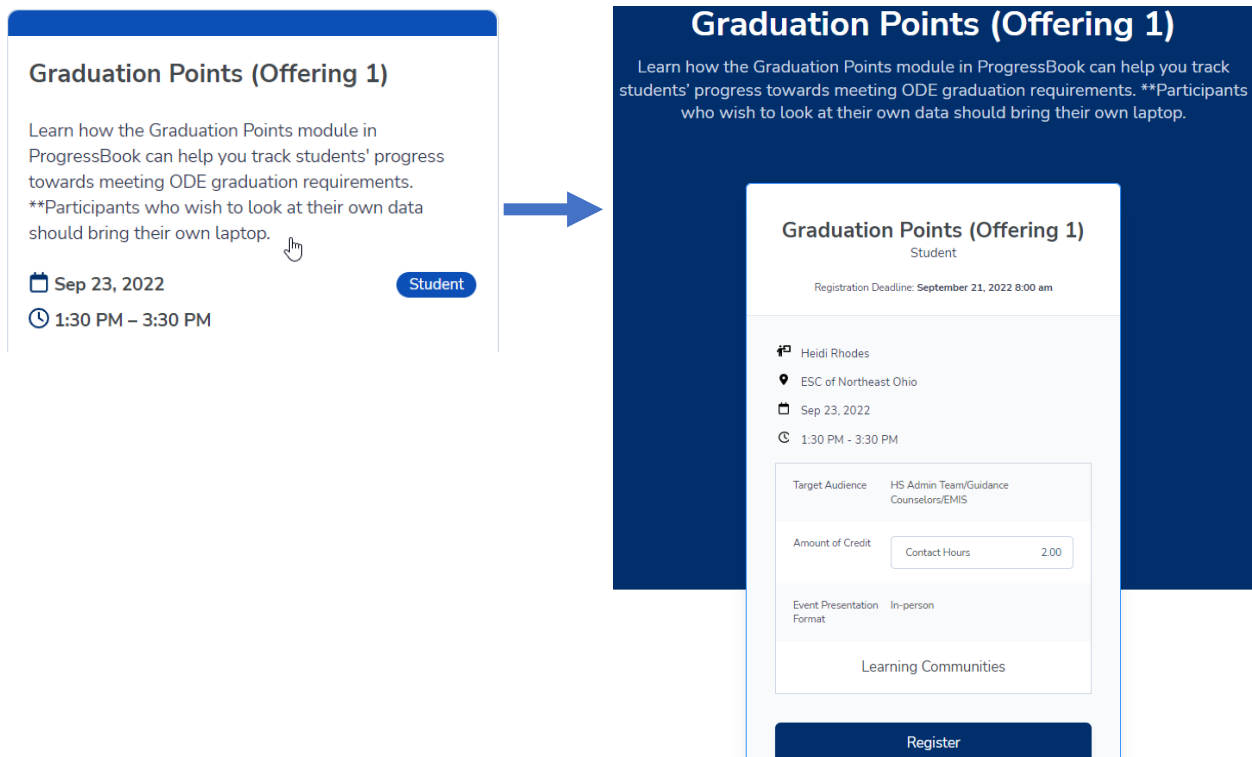
1. To register for an event, select the *Events* link at the top of any CONNECT webpage:



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*.



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.)