

The following are step-by-step instructions for Trainers, including Primary Contact Managers, to submit an Instructor Access Request to one or more organizations in order to post training events on the CA ECE Workforce Registry - Training Calendar. These instructions are also available in the Training Module/Calendar User Guide available on the Registry [Resources](#) page:

1. Create, or update, your CA ECE Workforce Registry account: In order to create a Registry account, you must have an email address. The email address is the user name when logging into the Registry. Use your work email address. You will create and maintain only one (1) CA ECE Workforce Registry account.
2. Log in and click on **Instructor Access Request** on upper left corner under **Return Home**.
3. Type the organization name into the **Enter Training Sponsor Name** and Click **Search** box.
4. Select the Training Sponsor/Organization that you are affiliated with by clicking on the circle and **Submit Request**.



Enter Training Sponsor Name and Click 'Search'

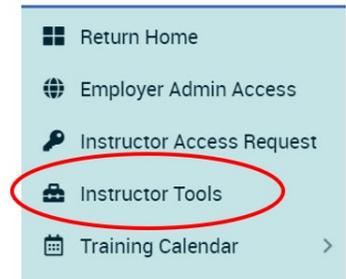
First 5

Show 10 entries

|                       | Program Name           | Address           |
|-----------------------|------------------------|-------------------|
| <input type="radio"/> | First 5 Alameda County | 1115 Atlantic Ave |

Once you have submitted your **Instructor Access Request** the screen will alert you that the request was sent successfully.

5. If you train at more than one organization, repeat the process until all of the organizations you train for are listed.
6. When your *Instructor Access Request* is approved, you will see the **Instructor Tools** when you log into your account.



Please see the [Resources](#) section on the CA ECE Workforce Registry to find the Training Module/Calendar User Guide for more information about how to use Instructor Tools on the Training Calendar and additional resources.

### Need Help? Contact the Registry Help Desk

You can contact Registry staff by email, [CAregistry@ccala.net](mailto:CAregistry@ccala.net), call (888) 922-4453, or "Chat" on the CA ECE Workforce Registry website, Monday to Friday from 8 a.m. to 5 p.m.

