How to Sign Up for Database / Trainings with EBAC

Welcome to EBAC! EBAC's Learning & Education Department is committed to providing EBAC staff and the community with access to ongoing professional development opportunities.

To Create Your Profile and Sign Up for Trainings:

1. Go to https://training.ebac.org/auth/sign_up
2. Click **Sign Up** in the upper right-hand corner
3. Under **"Initial Security Role"** Select **Course Participant** *(anyone outside of EBAC)* or **EBAC Employee** *(if you are an EBAC Staff Member)*
4. Add your **Email Address**, **First Name**, **Last Name**, **Mobile Phone Number**, **Create a Password**
5. Then click on the blue **"Sign Up"** button
6. You will receive an email that will direct you to login and complete your profile.
   (*If you do not receive an email please reach out to the training department at training@ebac.org*)

To Complete Your Profile:

1. Once you receive the email log into your profile and answer all questions correctly.
2. For the drop-down menu that asks, "… Which of the following best describes your position?" Participants can choose the following options:

   Service Provider Staff: I am a private agency employee providing services that impact dependent children, youth and their families, (community based organizations, visitation services, domestic violence and child abuse services, regional center) or a person who directly supports a service provider staff such as an admin assistant, intern, family navigator, etc.

   Resource Families: I am or working towards becoming a qualified foster parent/resource family (foster parents, kin, adoptive parents, guardians, caregivers, etc.)

   Social Services Agency: I am a county agency staff/county social worker (including child welfare, probation, behavioral health, judges, attorneys, and tribal ICWA that supports dependent youth in probation or the child welfare system.

   Other: School staff (not including school counselors or therapists), court personnel, police officers, bus drivers, community members; someone not listed above that works with court dependent youth. Or I am a community member with general interest that does not work with court dependent youth.

3. For **"Employee ID Number"** users can just enter **0** if they do not have one. The remaining questions on the sign up page are dependent on the position / role of each employee.

4. Once you have entered all of your information click **"Save"**

To View and Register for Future Courses:

1. Login to your profile https://training.ebac.org/auth/sign_in
2. On the upper left hand side click on the **"Courses"** Drop down
3. Select **"Calendar View"**
4. On the left side of the calendar use the arrows to move through the calendar
5. Click the training title you would like to register for
6. Once the training opens up you will see the full description. Click the green **"Register for this Course"** button
7. It will then ask you *"Are you being mandated to take this course by your employee or supervisor"* please answer accordingly then click on the green **"Register"** button below the question. You have just completed your registration and will receive a confirmation email with information about the training you just registered for.

To View Courses You Have Registered for:

1. Login to your profile https://training.ebac.org/auth/sign_in
2. On the upper left hand side click on the "**Courses**" Drop down
3. Select **"My Courses"**
4. All of the courses you registered for will be listed here

CE and Completion Certificates:

1. CE and completion certificates will be available to print within 10 days of the training date.
2. Log into your profile https://training.ebac.org/auth/sign_in
3. Once logged in, use the Courses dropdown to locate **"My Courses"**
4. Locate the completed course, then click on the title. Once that page loads use the "**Documents"** dropdown to click completion certificate or CE / Master Level Certificate.
5. You will be able to print and or save your certificate.

If you run into any issues please email the Learning & Education Department at training@ebac.org