Registration.nytac.org Manual

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LOGIN/SIGNUP: www.registration.nytac.org

When you first click on the registration link: registration.nytac.org you will be taken to a home page that looks like this. Please click signup and create a new account. Your previous registration account information will **NOT** work in this system.

If you have an account in **THIS REGISTRATION SYSTEM** simply login by typing in your credentials. If you've previously registered an account for **THIS REGISTRATION SYSTEM** but don't remember your password click on **forgot password**. You will then be prompted to enter your email address. You will then receive an email with a temporary password. Once you login with your temporary password, it is best to go to the "My Profile" (p. 5) tab and change it to something you will remember.

If you do not have an account, click on the button that says "Sign Up". You will then be taken to this screen where you will complete the sign up process:

New User Registration

Please create an account to register for events and trainings. When setting up your account please use your organizational email address and answer all questions carefully. For more information about creating an account or how to use the registration system, click here [linked to document or video tutorial].

First Name

Jane

Last Name

Doe

Email

jane.doe@mctac.org

Password

••••••••

Confirm Password

••••••••

Organization Type

⦿ NYS MH, SUD, Child Welfare Agency Providers ❶   ◯ Other/ Government Agency ❶

Begin typing the name of your organization and choose from the autocomplete options. If your organization is not listed, hit other and choose "Other NYS serving Agency/Organization".

NYS MH, SUD, Child Welfare Agency Providers

[▾]

Submit

When looking for your agency, you may select the drop down arrow to search, but we recommend that you begin to type the name of your agency.

TIPS:
- Type a key component of your name to drill down the list. For example if I worked at Mt. Sinai Hospital, I would type in "Sinai"
- Many times, an agency may use multiple names for services. If your agency's named recently changed, try both names

mctac ⫻ ctac

NOT SURE OF YOUR ORGANIZATION?

If you are an OMH or OASAS licensed or certified county or state agency **providing behavioral health services** please select from the "NYS MH, SUD, Child Welfare Agency Providers" list. This includes **state and county agencies** that are providing behavioral health services.

All other agencies must choose from the "OTHER/Government Agency" option which lists the following.

"OTHER/Government Agency" Options	
Advocacy Group/ Trade Association	OASAS Government Staff
Consultant	OCFS Government Staff
County Government Staff	OMH Central/Field Office Government Staff
DOH Government Staff	OTHER
DOHMH Government Staff	Other Government Staff
McSilver/MCTAC/CTAC/TTAC affiliated	Other NYS Servicing Agency/Organization
Managed Care Organization (MCO)- Various Listed	

PLEASE NOTE: If your agency is not listed, you may choose "Other/Government Agency" and choose one of the '**other**' options from the drop down menu. You will then be prompted to enter the name of your agency.
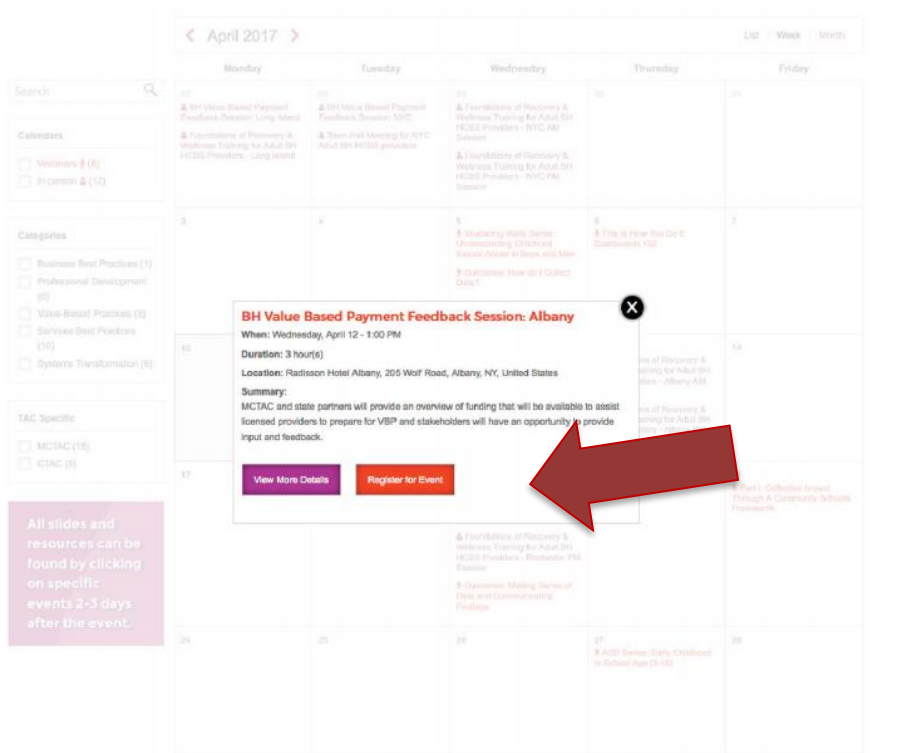
Once registration is completed you will be taken back to the login screen. At this time you will log in using the credentials you've just created.

REGISTERING FOR AN EVENT:

There are 3 ways to register for an upcoming event depending on your starting point.

1) CTAC/MCTAC Calendar: http://calendar.ctacny.org/

In the calendar click the event you are interested in. Click the orange Register for Event button.

Login to your registration account.

Click Register for Event.

2) Email Announcement Link

You receive an email announcement about an upcoming training with a link or button to register. Click the link or button.

Login to your registration account and click Register.

3) Registration System- Browse Other Events:

Go to Browse Other Events and pick the event you are interested in. Click the down arrow and you will be presented with the option of registering for the event:

Browse Events by Project ❶

CTAC

CTAC Upcoming Events

Wed, Aug 9 2017   **TEST: VBP Networking Event**   ∧

Location: Albany, New York, United States

Summary:
This training will review different partnership options.

View More Details   **Register for Event**

Once registered you will see the event listed under the "My Upcoming Registered Events "tab:

↪ Logout

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BROWSER OTHER EVENTS   MY EVENTS   MY PROFILE

Past Registered Events | Upcoming Registered Events

Browse Events by Project ❶

CTAC

My Upcoming Registered Events

CTAC

Wed, Aug 9 2017   **TEST: VBP Networking Event**   ∨
Location: Albany, New York, United States

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NAVIGATING THE REGISTRATION SITE:

BROWSING OTHER EVENTS:

This tab will show you upcoming events that you may register for. Once here you can click the drop down arrow next to any event to view more details.

If you'd like to see more events or past events that you have not registered for, simply click on "View More Events".

You will then be taken to the calendar of events on the **ctacny.org website**. From here you can access both past and upcoming events.

Use the tabs on the side to filter the events displayed. You can access more detail about each event by clicking on the event

EVENTS YOU'VE REGISTERED FOR:

When first logging in you will see all of the upcoming events you're registered for. From this page you can navigate to past event's you've registered for, browse other events and view your profile.
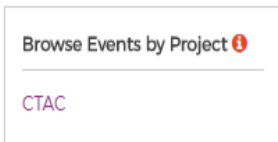
MY PROFILE:

The "My Profile" tab allows for users to change their profile information at any time.

Note: This is also where users will change their password in the event they've received a temporary password after selecting "forgot password" and following the prompts on the login screen.
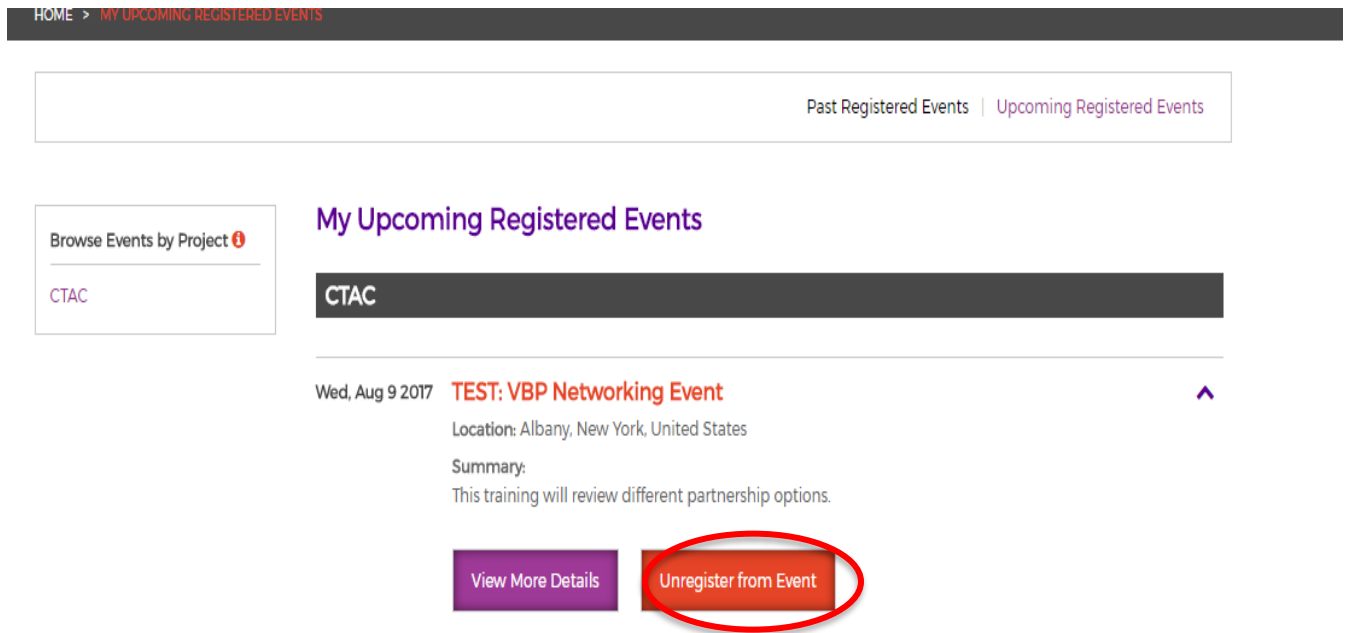
HELPFUL TIPS:

INFORMATION ICON:

Anytime you see a small red '**i**' icon you can hover over it for more information:
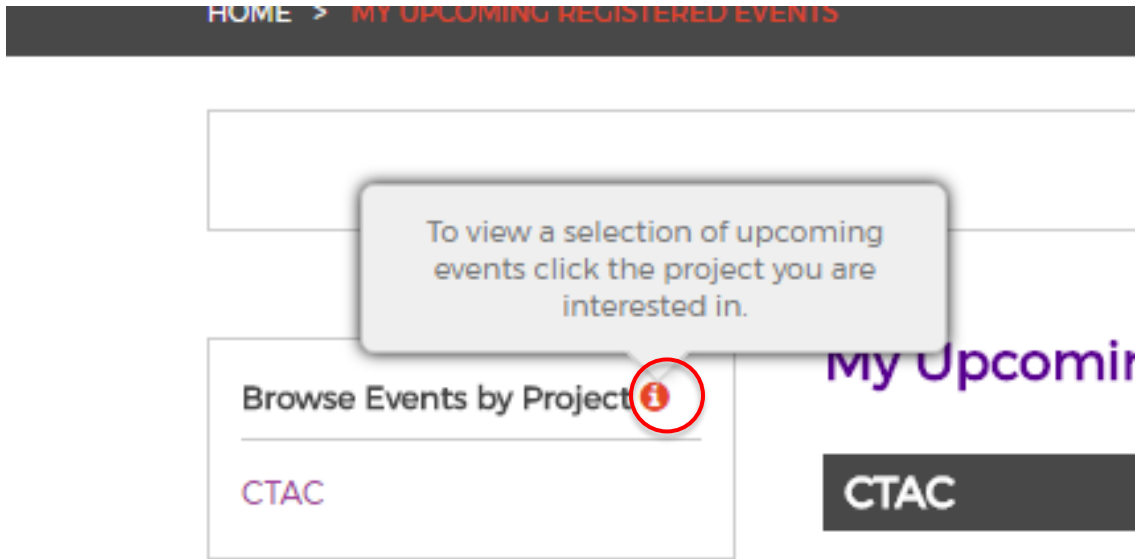
UNREGISTERING FROM EVENTS:

To UNREGISTER from an event, one must return to the "My Upcoming Registered Events" tab and click on the drop down arrow.

You can access slides and training materials from past events by clicking on a past event from the calendar of events on the ctacny.org website or if you registered for the event clicking view more details on your **Past Registered Events** in the registration system. Before gaining access you will again be prompted to enter your login information.

NOTE: THIS INFORMATION IS THE SAME AS THE INFORMATION YOU INTIALLY USED TO LOGIN TO THE SITE.

NEED HELP OR STILL HAVE QUESTIONS?
CONTACT US
You can contact the CTAC/MCTAC team at ctac.info@nyu.edu or
mctac.info@nyu.edu.

For additional CTAC and MCTAC tools, resources, and learning opportunities please visit our website at: www.ctacny.org.

You can sign up to receive emails from CTAC/MCTAC regarding upcoming webinars and trainings by going directly to www.ctacny.org/contact-us and scrolling to the "Stay Tuned" section of the page and submitting your Name and Email Address.