



LOGIN/SIGNUP: <http://registration.nytac.org/>

When you first click on the registration link: registration.nytac.org you will be taken to a home page. 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 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
.....

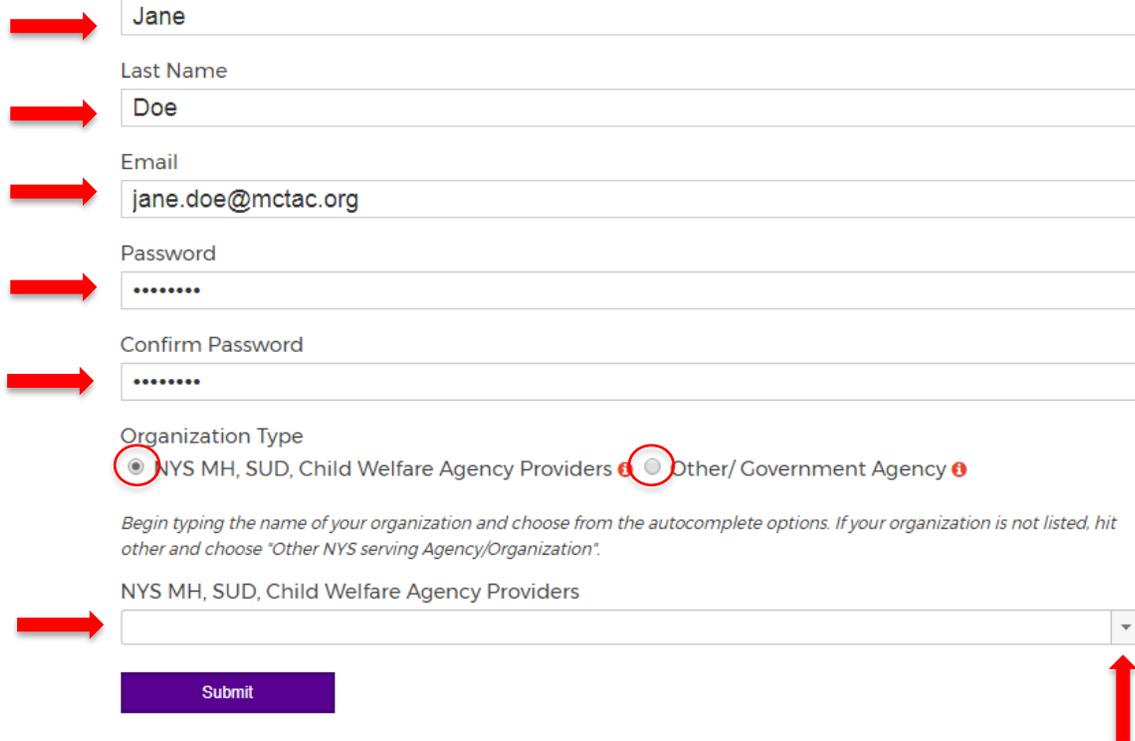
Confirm Password
.....

Organization Type
 NYS MH, SUD, Child Welfare Agency Providers Other/ Government Agency ⓘ

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

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:

3 Ways to Find an Event:

-Directly in the registration system (registration.nytac.org) under Browse Other Events. Click the down arrow and then the “Register for Event” button.

-Via the CTAC/MCTAC Calendar (<http://calendar.ctacny.org/>) Click “Register for Event” on the event you are interested in on the calendar. Login to the registration system and click “Register for Event”.

-Via an announcement email with registration link or button. Click the link/button. Login to the registration system and click “Register for Event”.

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.