

How To Register on UCEA CONNECT

1. Go to the home page: <http://connect.ucea.edu/>
2. Click on **REGISTER** in the menu on the left side of the page or click **Register** near the top right above the photo.
3. Enter your last name and the email address we have on file for you. If we don't have an email on file for you, then skip to step 5.
4. If this information has been imported into UCEA CONNECT, then it should find a match and display it. If it displays your correct first and last name, then press Continue and go to step 6.
5. If your information doesn't match a record in the database, then you can either click the link **[Click here to register](#)** (you will have to wait for approval by a system administrator) or try to re-enter your last name and email differently to see if you can find a match.
6. You will be prompted to enter a login username of your choice that other members don't see and can be changed later. You need to choose the item on the Primary Group menu which is UCEA Connect. Then click Register.
7. You aren't really registered quite yet, so please fill out the form you should see now. You must fill out the required fields that contain a red star after the field name. The other fields are optional; this information will only be viewed by other registered members. You can add or edit your professional information later. When you are done, click Register at the bottom of the page.
8. You should see a screen indicating you have successfully registered. If UCEA CONNECT found a match for you, then you can sign in right away and participate in association wide blogs. Otherwise, you will receive an email indicating your registration has been approved later. If you need to be included in any special private groups such as the board of directors, a commission, a committee, etc., then this will happen after the system administrator is sent an email that you registered and has a chance to check our member database.