



HEALTH CARE EDUCATION & TRAINING

www.hcet.org

In order to simplify the registration process, we have added a new login feature that allows you to create a username and password. Your information will then be saved to expedite future registrations! Once you are registered as a user, you can simply login, choose your event, who you would like to attend, and how you would like to pay. Even if you are not ready to register for an event at this time, we encourage you to create your account now.

Please follow these simple steps to register as a user.

1. Visit www.hcet.org.
2. Click Login at the top right of website.
3. Click Register below the login boxes.
4. Complete all fields, and then click Register.
5. You will receive an e-mail with your username, password, verification code, and a link to verify registration.
6. Click the link in the e-mail, and enter your password.

To enroll in an event, you will need to login, and then follow these simple steps.

1. Once you are logged into the site, click on Training Calendar.
2. Then click on the event that you would like to register for.
3. Once you have opened that event, click on Enroll for this Event located at the top of the page under Event Detail.
4. Say Ok to "Are you sure you want to enroll?"
5. Type the name(s) of the person(s) you want to sign up, and select the fee amount.
6. Then click Add to the right of the Fee Description box.
7. Choose your Payment Method.
8. Then click Purchase located directly below the Payment Method section.

If you have any questions please feel free to contact us at info@hcet.org.