

Welcome to the Winter 2012 Training Series

All trainings are held at the Community Service Society
105 East 22nd Street, 4th Floor, Conference Room 4A

Doors open at 9 a.m., refreshment served. Workshops begin at 9:30 a.m.

- To view the training schedule: [Winter 2012](#)
- To register online go to: [Benefits Plus Learning Center](#)

Recently we changed to a new online registration center. If you have any questions regarding the registration process, contact Rachael Molina at 212-614-5338.

Registration Instructions:

- **If you have attended a CBS training and your contact information has not changed in the past 12 months --**

Your information may be contained in our new system. Go straight to the **"Forgot your Password"**. Type in your e-mail address in the field and click submit. An e-mail will be sent with your username and password (which you can always change once you have entered the system). If you do not receive a message in your InBox within 5 minutes, please check your junk folder.

If you receive a message on the screen **"We do not recognize this e-mail address"** it means the e-mail you entered is not captured in our new system and you will have to create a new account with us. [Click here](#) to create a new account.

- **If you have not attended a CBS training or your contact information has changed in the past 12 months --**

You will need to create a new account. [Click here](#) to create a new account.

Registering Yourself for a Training

Once you are in the system, you can register yourself for a training. Select the Winter 2012 series and do a search. Click on the **Register** button once you know which training(s) you want to attend and complete the registration process. You will need to register for each training individually.

Registering Multiple Attendees

This system allows you to sign up multiple attendees for trainings. In order to do this, you will need to create an account and add the individuals who will attend the trainings to your account. You will be the designated **Account Manager**.

To add individuals to your account, once you have logged in, select the **My Account** tab. On the **My Account** page, you should scroll down until you see the second set of tabs. One of the tabs will be labeled **Account Members**. Click on **Add New Contact**. Add the staff with all the required contact information. You will have three registration permission options as you add each member:

- **Cannot register** – the individual will be able to log in and view the trainings, but cannot register
- **Can register self only** – the individual will be able to log in, view trainings, and register for him/herself only

- **Can register anyone on account** – the individual will be able to log in, view trainings, and register for anyone on the account, including him/herself

You can add individuals at any time.

Payment Options

- Note that **tuition** are the fees associated with fee based trainings.
- You can make payment by check or by credit card. (If you choose to pay by check you need to indicate **Nothing** as the payment option).
- Invoices are located under the **My Account** tab. Once you are on the **My Account** page, you should scroll down until you see the second set of tabs. One of the tabs will be labeled **All Invoices**. Your invoice will be located here. If an account manager, all invoices (each transaction will have its own invoice) for your account members will be located here as well.
- Account Managers are responsible for payment.

Confirmation Letter

You will not receive a confirmation e-mail. To obtain a confirmation letter, go to the **My Account** tab, Once you are on the **My Account** page, you should scroll down until you see the second set of tabs.

Sole Individuals:

If you want to obtain your own confirmation letter, click on **My Registration**. The last column will have a pdf file, click on this to obtain your confirmation letter.

Account Managers:

If you want to obtain your own confirmation letter, click on **My Registration**. The last column will have a pdf file, click on this to obtain your confirmation letter.

If want to obtain a confirmation letter for one of your account members, click on **Members Registration**. The last column will have a pdf file, click on this to obtain members' confirmation letter.