



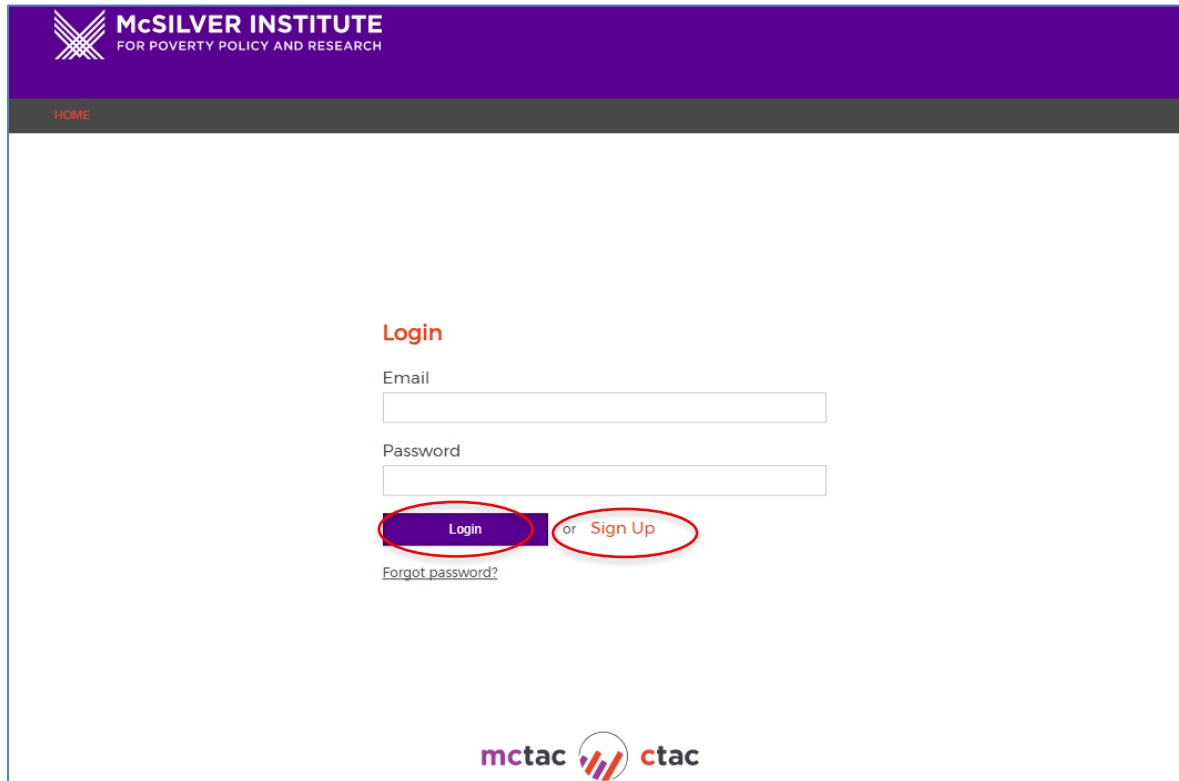
Registration.nytac.org Manual

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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.



The screenshot shows the login and sign-up interface for the McSILVER INSTITUTE. At the top, there is a purple header with the McSILVER INSTITUTE logo and the text "McSILVER INSTITUTE FOR POVERTY POLICY AND RESEARCH". Below the header, there is a dark grey navigation bar with the word "HOME" in red. The main content area is white and contains the following elements:

- The word "Login" in red text.
- An "Email" input field.
- A "Password" input field.
- Two buttons: a purple "Login" button and a white "or Sign Up" button, both circled in red.
- A link for "Forgot password?" below the password field.

At the bottom of the page, there is a logo for "mctac" and "ctac" with a stylized bar chart icon between them.

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 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

A series of red arrows pointing to the input fields for First Name, Last Name, Email, Password, Confirm Password, and the dropdown menu. A red arrow also points to the Submit button.

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.

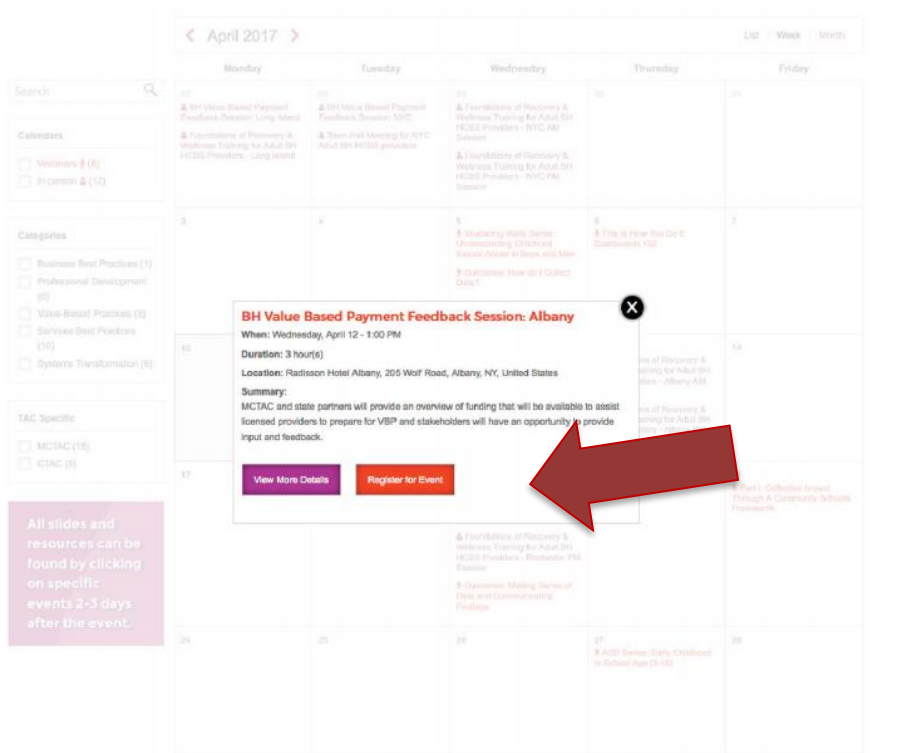
Once registration is completed you will be taken back to the login screen. At this time you will log in using the credentials you’ve just created.

REGISTERING FOR AN EVENT:

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.

Login

Email

Password

Login

or Sign Up

[Forgot password?](#)

Click Register for Event.

The screenshot shows the top navigation bar of the McSILVER INSTITUTE website, which is purple. The logo is on the left, and navigation links for 'BROWSE OTHER EVENTS', 'MY EVENTS', and 'MY PROFILE' are on the right. Below the navigation bar, there is a breadcrumb trail: 'HOME > BROWSE OTHER EVENTS > REGISTER FOR CTAC/MCTAC EVENT'. The main content area has a white background. On the left, there is a 'Browse Events by Project' dropdown menu with 'CTAC/MCTAC' selected. The main heading is 'Register for CTAC/MCTAC Event'. Below this, there is a 'Test Webex Upcoming' section with details: 'When: Thursday, August 17 - 10:00 AM', 'Duration: 1 hours', and 'Location: WebEx'. Under 'Event Details', it says 'Audience: Front Line Staff'. A red button labeled 'Register for Event' is prominently displayed. A large red arrow points to this button. At the bottom of the content area, there are logos for 'mctac' and 'ctac', and another set of navigation links: 'BROWSE OTHER EVENTS', 'MY EVENTS', and 'MY PROFILE'. A footer bar at the very bottom contains a 'Privacy Policy' link.

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.

The screenshot shows an email announcement. At the top left is the 'mctac' logo with the text 'THE MANAGED CARE TECHNICAL ASSISTANCE CENTER OF NEW YORK'. The main heading is 'Register NOW for the July Small Business Initiative (SBI) Webinar: The Role of the Quality Improvement Process in Service Delivery'. Below this, there is a paragraph of text: 'Are you having difficulty with data collection and outcome measurement? Getting ready for value based payment? Not really sure how you can improve in this area? Please join us for the July small business initiative webinar. You will learn the core elements of the rapid cycle plan-do-study-act approach to quality improvement and how to use this model to develop goals, measure progress, and achieve results!'. Below the text, there are details: 'Date: Tuesday, 7/18/17', 'Time: 2-3pm', and 'Presenter: Mathew Roosa, LCSW-R, Director of Planning and Quality Improvement, Orange County Department of Mental Health'. A purple button labeled 'Register here!' is at the bottom. A large red arrow points to this button. At the bottom of the email, there are logos for 'mctac' and 'ctac'.

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 ⓘ

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

BROWSE OTHER EVENTS MY EVENTS MY PROFILE

HOME > MY UPCOMING REGISTERED EVENTS

Past Registered Events | Upcoming Registered Events

Browse Events by Project ⓘ

CTAC

My Upcoming Registered Events

CTAC

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

Location: Albany, New York, United States



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".

The screenshot displays the 'BROWSE OTHER EVENTS' page. At the top, a purple navigation bar contains 'BROWSE OTHER EVENTS', 'MY EVENTS', and 'MY PROFILE'. Below this, a dark grey breadcrumb trail shows 'HOME > BROWSE OTHER EVENTS'. On the left, a sidebar titled 'Browse Events by Project' includes a search bar with 'CTAC' entered. The main content area is titled 'CTAC Upcoming Events' and lists two events:

- Thu, Aug 10 2017** **Substance Use Disorder: What You Need to Know** (Location: Webex) with a drop-down arrow icon.
- Tue, Aug 22 2017** **OASAS Children's System Transition: Regional Forum in Albany for OASAS Providers Serving Youth & Young Adults up to 21** (Location: Hope House, Inc., The Gym, 573 Livingston Avenue, Albany, NY, United States) with a drop-down arrow icon.

A 'View More Events' link is circled in red. A red callout box points to the drop-down arrow of the first event, stating 'Drop down arrow for more details'. At the bottom, the logos for 'mctac' and 'ctac' are displayed.

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 these tabs to filter events

< August 2017 > List | Week | Month

Search

Calendars

Webinars (1)

In-person (2)

Categories

Business Best Practices (0)

Professional Development (0)

Value-Based Practices (0)

Services Best Practices (1)

Systems Transformation (2)

TAC Specific

MCTAC (2)

CTAC (1)

All slides and resources can be found by clicking on specific

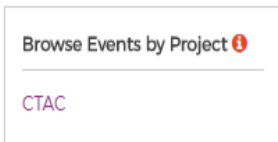
Monday	Tuesday	Wednesday	Thursday	Friday
31	1 OASAS Children's System Transition: Regional Forum in Rochester for OASAS Providers Serving Youth & Young Adults up to 21	2	3	4
7	8	9	10 Substance Use Disorder: What You Need to Know	11
14	15	16	17	18
21	22 OASAS Children's System Transition: Regional Forum in Albany for OASAS Providers Serving Youth & Young Adults up to 21	23	24	25



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 Upcoming Registered Events

No projects found.



MY PROFILE:

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

My Profile 

First Name

Last Name

Email

Password

Confirm Password

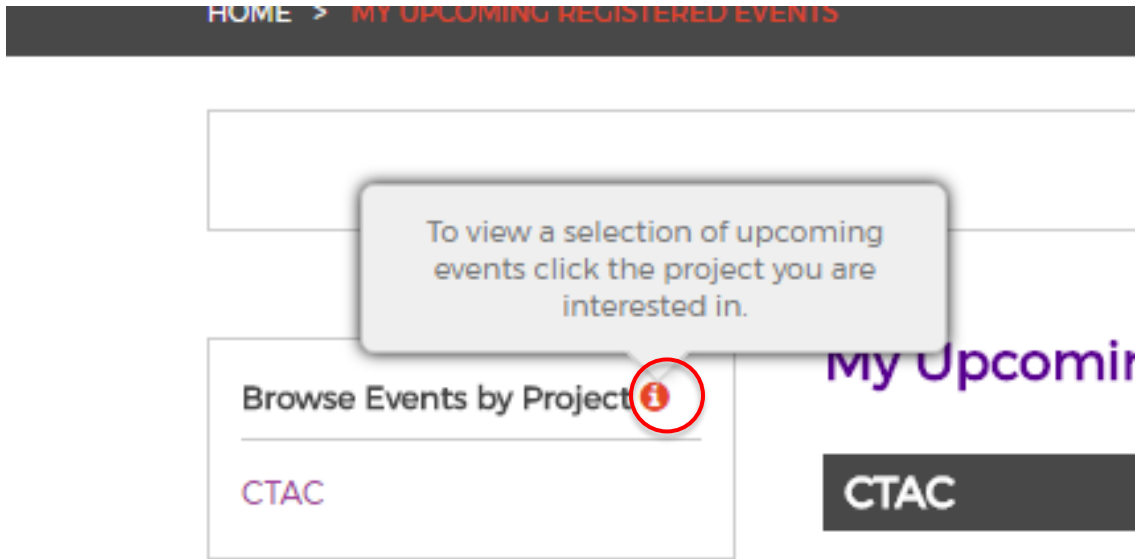
Update Position Details

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:

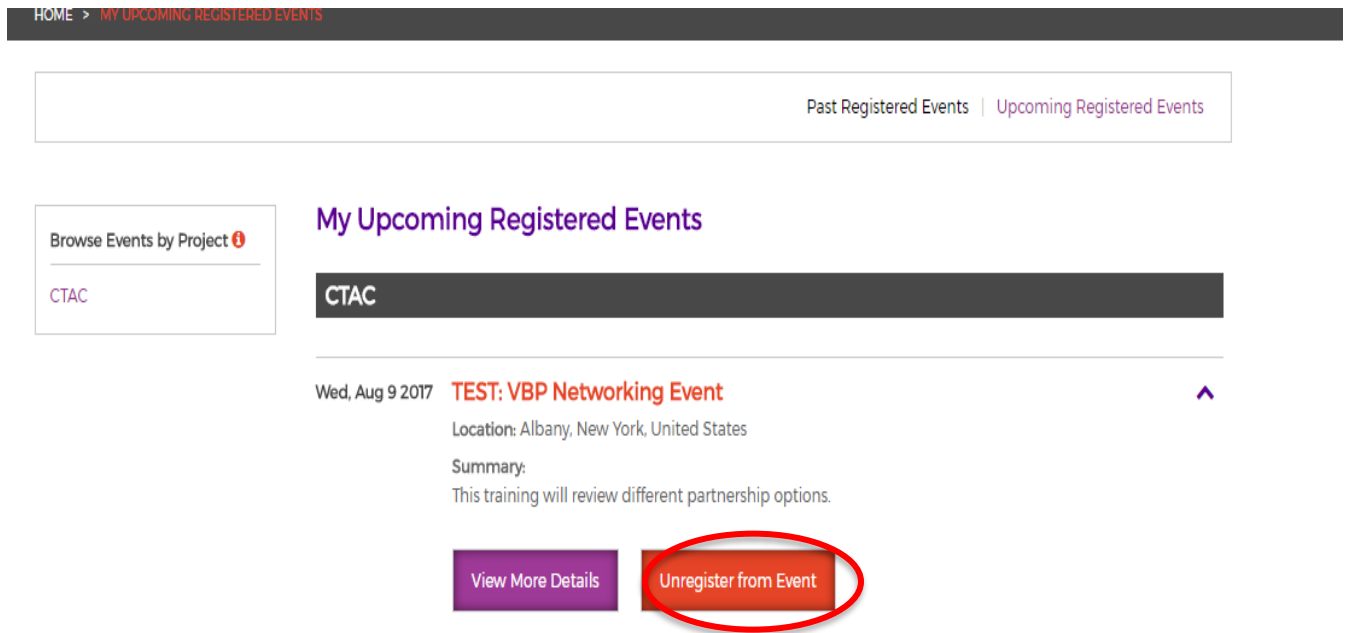
INFORMATION ICON:

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.



ACCESSING ADDITIONAL RESOURCES:

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 INITIALLY USED TO LOGIN TO THE SITE.

The screenshot shows a web browser window displaying the CTAC/MCTAC website. At the top, there is a navigation menu with links for ABOUT, UPCOMING EVENTS, TRAININGS, TOOLS, RESOURCES, SELF-LEARNING CENTER, and CONTACT. Below the menu, a modal window titled 'TRAININGS' is open. The modal contains a form with three input fields: 'NAME *', 'EMAIL ADDRESS *', and 'AGENCY NAME *'. A red asterisk indicates that these fields are required. Below the fields, there is a note: 'If the agency field does not apply, indicate with a N/A.' At the bottom of the form is a red 'SUBMIT' button. The background of the website is visible behind the modal, showing a sidebar with event details and a main content area.

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.