

COLLABORATION ACCOUNT SETUP HANDOUT

1. When you are setting up your account, please use the **link** below to register for your CollaborNation account.

[KHA - Training Events](#)

2. Once you are on the website please click on register as a new user.

To Register or Login for KHA Trainings

Register as a New User

Login / Find Classes

3. Now that you have clicked the button above your screen should look like the following:

Once you fill in your
information, please select
create account

Create Account for Kids Hope Alliance

First Name Last Name

Email

New Password Password strength: Weak

Confirm Password

To make your password stronger:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

☐ I'm not a robot reCAPTCHA Privacy - Terms

☐ I have read and agree with the Terms and Privacy Policy.

CREATE ACCOUNT or Log In

Not looking for Kids Hope Alliance? Find my Organization.

4. Now your screen should look like this. Please click on the **JOIN FREE** button.

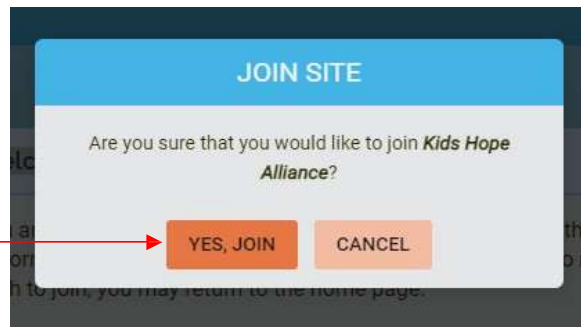
Welcome to Kids Hope Alliance

You are about to join **Kids Hope Alliance** at no cost to you. If this is correct, please confirm that you would like to join. If you do not wish to join, you may return to the home page.

JOIN (FREE) HOME



5. After you click on the Join free button you will be prompted to confirm you want to join KHA, please click on **YES, JOIN**



6. Now you will need to complete the **Registration Fields** with your information.

Please make sure that any item with an asterisk (*) is required to be filled in.

Once that is complete you will hit **SUBMIT**, and your free account has now been created.

A screenshot of a web application showing a registration form titled "Registration Fields". The form has a light blue header and a white body. The text inside says, "Please fill out this form to complete registration." Below this text are several input fields: "Address Line 1 *" (required), "Address Line 2", "City *" (required), "State *" (required), "Zip Code *" (required), "Phone Number *" (required), "Date of Birth (optional)", "Sex *" (required, dropdown menu), "Race (optional)", "Primary Funded Essential Area (optional)", "Secondary and any other Funded Essential Area(s) (optional)", and "Do you mostly use KHA services as a *" (required, dropdown menu). At the bottom of the form is a "SUBMIT" button. A red arrow points from the "SUBMIT" button to the text "SUBMIT" in the instruction box to the left.

- Now that your account has been set up your home page will look like the **image below**, and you can start adding your courses/trainings.



- Congratulations, you are all set up now. If you need technical assistance, email us at support@khatechsupport.zendesk.com