



HAROLD ALFOND CENTER
FOR THE ADVANCEMENT OF
MAINE'S WORKFORCE

Short-term workforce training through Maine's community colleges

To add an employee to a class in Registration System

1. Log in to the [registration portal](#).
2. Select Company User from the Sign In dropdown.
3. Your username is your **HA Number** (this is also the Compact Member BI Code you will enter in the third section of the profile).
4. If you have not yet set a password for your account, you will need to do so the first time you log in. Enter your username and click Forgot Password. Enter the email associated with the account (usually the primary company contact for the grant). The password reset link will be sent to that email.
5. Log in using the new password.
 - Select Classes from the menu on the left hand side (below Contact Us).
 - Click the button for the appropriate class and select dropdown menu next to Add New and select Assign Employees.
 - Select the employee from the list and click Assign.