



HAROLD ALFOND CENTER
FOR THE ADVANCEMENT OF
MAINE'S WORKFORCE

Short-term workforce training through Maine's community colleges

To create an employee profile in Registration System

1. Go 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 Employee from the menu on the left hand side
 - Click the dropdown menu next to Add New and select Full Employee Profile.
 - Complete all required fields and submit. Due to the residency requirement for grant eligibility, **home addresses should be entered as the primary address**. You do not need to provide a secondary address.

If you get a message saying you have created a draft profile and to contact support, you can ignore it. You do not need to contact us - we will process the profile when it is received.

The employee will receive an email saying a profile has been created for them. They do not need to take further action.