How to Register for OneOC’s Trainings and Access Them on OneOC’s Nonprofit Learning Portal

1. Visit OneOC’s website at https://oneoc.org/ and login through the “Nonprofit Member Login” link in the top right corner.

2. Enter your username, your company email address, and password. Please note: You must already be a Nonprofit Member and had previously set-up your account on OneOC’s website to complete the following steps. If you have not completed this prior step, please scroll to the bottom of this guide for the instructions. Thank you!
3. Success! You are now logged on and will be prompted to your Dashboard one OneOC’s site. From here, you can view the list of available Training at https://oneoc.org/what-we-do/training-catalog/
4. Scroll down to view the full training catalog and click on **Learn More** under courses to see their description and date(s) offered.

5. On the **Learn More** page select **Purchase** if you would like to sign up for it. Once **Purchase** is selected, the following pop-up appears.
6. Enter your Organization Name in the search bar and select it from the drop down. Then select Add Attendee to input your name and email address. Select Add Attendee.
7. From there, you will be redirected to the **Purchase** page. The page will now reflect the course’s title, your organization’s name, who you are registering for it, and how much it will cost. Select **Submit** to confirm your registration.

8. After submitting your registration, you will receive two confirmation emails from OneOC. One email will have your training’s transaction details and the other email will be from OneOC’s Nonprofit Learning Portal with the training’s description and a link to access it. This link will only be active temporarily and is one way you can access OneOC’s Nonprofit Learning Portal. The other way to access your portal will be addressed in later steps.

9. To access your training right away, please go to the upper right corner of OneOC’s website, hover over your name, and select **My Account**. This will lead you to your account’s page where you have access to your profile information, subscriptions, payments and training courses. Select **Training Courses**.
10. On the **Training Courses** tab, you will be able to view all the trainings you have registered for with OneOC. Click on one of your **Training’s Titles** and you will be redirected to **OneOC’s Nonprofit Learning Portal**.

11. From there, you can complete your online training(s) on OneOC’s Nonprofit Learning Portal or view more information about your in-person trainings. If you have any questions or concerns, please feel free to email OneOC’s Training Department at [training@oneoc.org](mailto:training@oneoc.org). Thank you and Happy Learning!
How to Set-Up Your Nonprofit Member Account on OneOC’s Website

1. Click the “Nonprofit Member Login” icon in the right-hand corner of the site before visiting the training catalog.
2. Your previous login credentials are no longer active and you will be required to reset your password. Select “Forgot Password”.
3. Type in your organization's email address and select "Request Password Reset".
4. An email will be sent to you with instructions on how to create a new password.

Please Note: You can use the above steps as well to reset your password 😊