

WE **act**
TOGETHER



ACT Program Workshop Registration Instructions

December 2019

APA Violence Prevention Office



A PARENTING PROGRAM BY THE
AMERICAN PSYCHOLOGICAL ASSOCIATION

www.apa.org/act

Registering for ACT Program 2 Day Training Workshop

1. Finding available workshops

- On the ACT Raising Safe Kids Program website [Workshop Page](https://www.apa.org/act/facilitator/schedule/index), <https://www.apa.org/act/facilitator/schedule/index>, click on [2020 ACT Workshops](http://apps.apa.org/ActDatabase/SearchActWorkshop.aspx) , <http://apps.apa.org/ActDatabase/SearchActWorkshop.aspx>
- The next page is a list of Upcoming ACT 2-Day Facilitator Training Workshops.
- Find a workshop you want to attend, remember the Workshop ID number (wkID), and click on the green button -**Click to Register for ACT Training**.

ACT Training Workshop Schedule

For ACT Facilitators Training Workshop, you are required to create a MyAPA Account using your name and email address. Click [here](#) for APA Privacy Policy.

Master Trainer	Contact	Regi Deadline	Workshop Information	Fee	Apply
ke zhang, MS sarilita Ford (UID: 3)	ke zhang, MS	n/a	Workshop Information Download Program Flyer	you may not pay	
ke zhang, MS	ke zhang, MS	n/a	Download Program Flyer	\$100	Workshop Cancelled

- Your next page is the login page and you will be prompted to create a MYAPA Account.

AMERICAN PSYCHOLOGICAL ASSOCIATION

Log In or Create an Account

Log in with your APA account

Email or Username

Password

☐ Keep me logged in on this computer

[Forgot your password or email/username?](#)

or

Do you have a Google account or did you use your Google account to create your APA account? Click the button to log in with it.

2. Create a MyAPA Account

- After you have identified the ACT workshop that suits you, you will need to create a MyAPA Account. The ACT Database operates through the MyAPA Account System. All users need to have an account. To create a My APA Account, please see below.
- For APA Privacy Policy, click on the **Privacy and Cookies Statement** link at the bottom of the form.

Register for an APA Account

First Name
Denise

Last Name
Ford

Username
Denise79 You can use this to log in.

Email
1279@gmail.com You can also use this to log in.

Retype Email
1279@gmail.com

Choose a Password

Case-sensitive, min 8 characters, use both letters and numbers, and cannot be your name, username, or email

Retype Password

☒ I have read and agree to APA's Privacy and Cookie Statement

By registering, you agree to the Privacy Policy and Terms of Use.
Need help? Contact us.

- At the bottom, click on **Create an Account**. **Note: Save your username and password for future use.**
- Enter your first and last name
- Enter a username of your choice
- Enter email address
- Retype the email address you entered
- Choose and enter a password
- Retype the password
- Check the box for **APA's Privacy and Cookie Statement**
- Click on **Create Account** at the bottom
- On Thank You page, click **Continue** and it will redirect the page to your ACT Database Profile page.

3. Create Your Profile

- Please complete all fields and click **Save**. *This is the first page of your application.*

Welcome to BETH SIMPSON Profile

Personal Information

To continue work, please complete your Profile.

Email * BethSimpson517@yahoo.com User Status Register Profile Created
First Name * Beth Last Name * Simpson User ID 2166

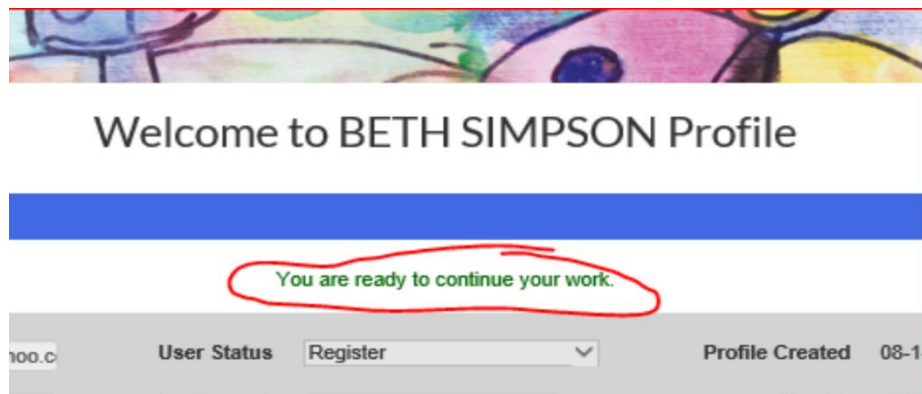
Highest Degree * Select Degree
Preferred Address 1 * Preferred Address 2 *
Country * United States State / Province * Select state City *
Zip * Occupation * Phone No. *
Race/Ethnicity * Select Race/Ethnicity
Types of Workplaces * Select workplace

Save

Last Training Information

Workshop ID Trained By Attendance Status
Trained Location Trained Month Trained Year

- When you have successfully completed your profile, there is a green notice in the middle that said: **You are ready to continue your work.**



4. Registering for an ACT Workshop.

- At the top, on the black menu, chose **Search for Workshop**.



- On the next screen, look for the ACT workshop and the workshop ID number of your choice, and click on **Apply** in the far-right side column.

ACT Training Workshop Schedule

the next ACT facilitator two-day workshop nearest you. Remember that trainings are ongoing, so if you miss a training, you can always catch another one on a future date.

Workshop Events:

Month	Dates	wkID	location	Master Trainer	Contact	Regi Deadline	Workshop Information	Fee	Apply
August	20-21	564	3000 Arlington Ave Toledo, OH	Michele Knox, PhD	Michele Knox, PhD	n/a	Download Program Flyer	\$250	Apply
	27-28	563	1234 Mark Street chicago, IL	Shar Ford, PhD	Shar Ford, PhD	08-20-2019	Download Program Flyer	250	Apply
October	21-22	549	23 well santo, CA	ke zhang, MS Sharlita Ford (UID: 3)	ke zhang, MS	n/a	Workshop Information	you may not pay	Apply
	22-23	565	750 First Street NE Washington, DC	Shar Ford, PhD	Shar Ford, MS 202.336.5957	10-07-2019	Download Program Flyer	200.00	Apply
November	13-14	562	123 Main downhill, IL	ke zhang, MS	ke zhang, MS	n/a	Download Program Flyer	\$100	Workshop Cancelled

*** Red start indicates my workshop

- Then next screen is the **Registration Form**.
 - Double-check the Workshop ID # at the top to make sure it is your chosen workshop.
 - You will see you Profile at the top.
 - Scroll down to complete the registration form.
 - Submit your registration.
- The next screen shows your registration information. You can edit or delete your information.

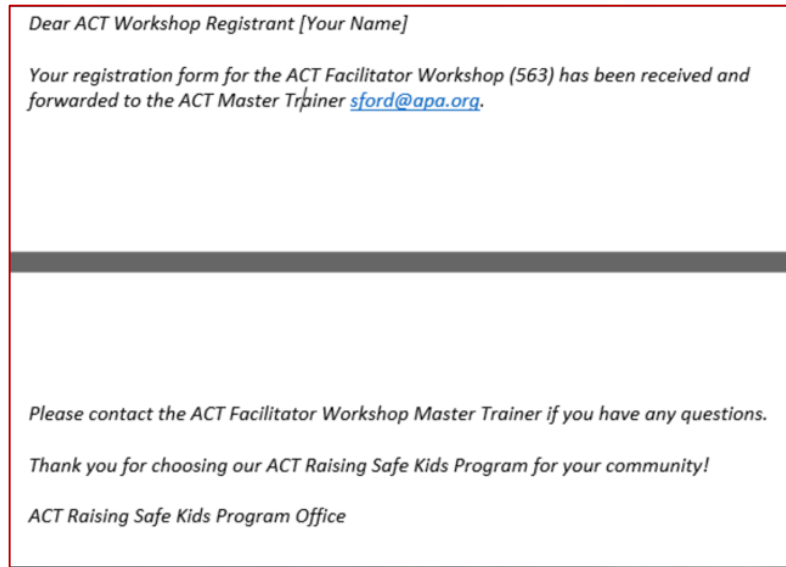
Welcome to Denise Ford Workshop Attendance

Workshop ID	Master Trainer	WK StartDate	Applicant ID	Registration Form	Reg. Form Submitted Date	WK Attendance Status	Comments	Delete Workshop
574	MT Test	12-25-2019	2284	Edit Registration Information	12-18-2019	Registration Form Submitted		Delete

Note: You can only delete your registration before your registration has been approved or disapproved by an ACT Master Trainer.

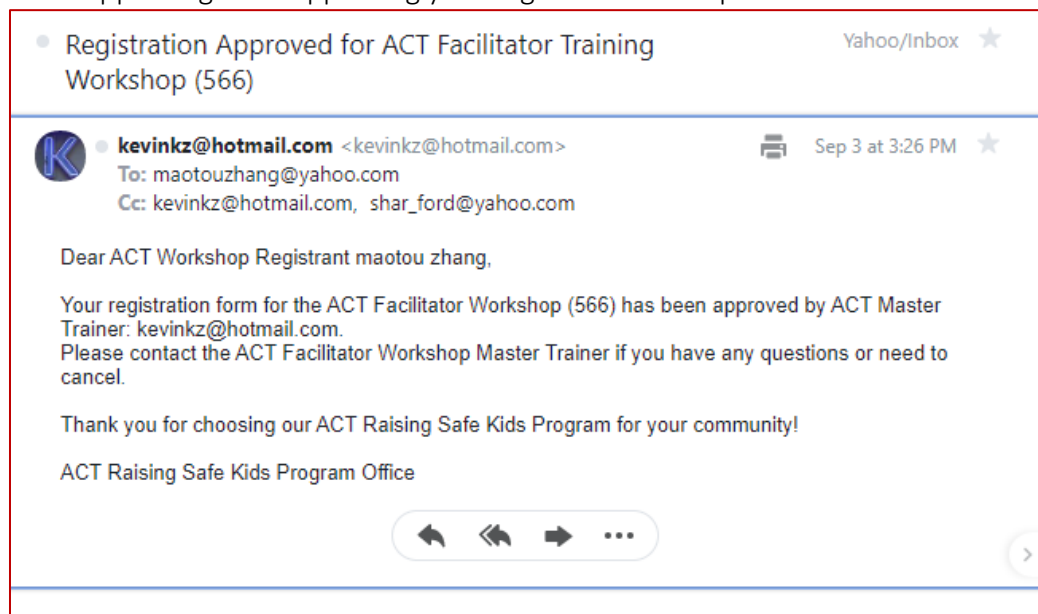
5. Registration Confirmation Email

Once you have successfully completed your registration, you will receive a confirmation email letting you know that your registration has been received and forward to the Master Trainer. Sample below



6. Approve/Disapprove Registration Email

- Once the Master Trainer has reviewed your registration, you will receive the following email approving or disapproving your registration. Sample below.



- Note:** If you need to cancel after it has been approved/disapproved, then you will need to directly contact the Master Trainer for that workshop.

At this point, you are registered.

Welcome to the ACT Raising Safe Kids Program Training Workshop!

If at any time you would like to view your registration, attendee status, or profile; please log back into the ACT Database at:

1. <http://apps.apa.org/ActDatabase/startact.aspx>
2. Click on **Click to Start ACTDatabase Program** in the green rectangle.
3. Login in with your MyAPA Account.
4. From the menu at the top, click on ***My Applied Workshop***

Thank you.

Julia da Silva
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ACT Raising Safe Kids Program

Sharlita Ford
Office Manager

American Psychological Association

Point of Contact:
Sharlita Ford at sford@apa.org