

# MyConfer - Become a Member

You must become a member of **MyConfer** to request online meetings or conference calls.

1. From the home page of [www.cccconfer.org](http://www.cccconfer.org) click **Presenter/Faculty Sign Up!**  
Only administrators, staff and faculty should sign up for an account. You are provided instructions for Participants and Students to connect to your meetings.
2. Fill out all fields on the registration form and click **Register**.

A note about special fields on the registration form:

- **Log In Name and Password:** There are no character restrictions.
- **E-mail:** Enter the address where we should deliver your meeting confirmations.
- **College/District:** If you are not a member of a college, you will enter your organization the first time you log in to your **MyConfer** account.
- **Phone:** Be sure to enter a number where we can reach you!
- **Meeting Screen Name:** Enter the name you want to appear in your online meeting room. Only alpha characters can be entered, without spaces.

