

How do I set up a MyConfer account?

1. From the home page of www.cccconfer.org click **Presenter/Faculty Sign Up!**
(Only administrators, staff and faculty should sign up for a MyConfer account. You are provided instructions for your 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 into 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 you online meeting room. Only alpha characters can be entered, without spaces.
3. On the MyConfer login page you will find a **How to Use MyConfer** link. The links within will walk you through everything from becoming a member to updating your profile.