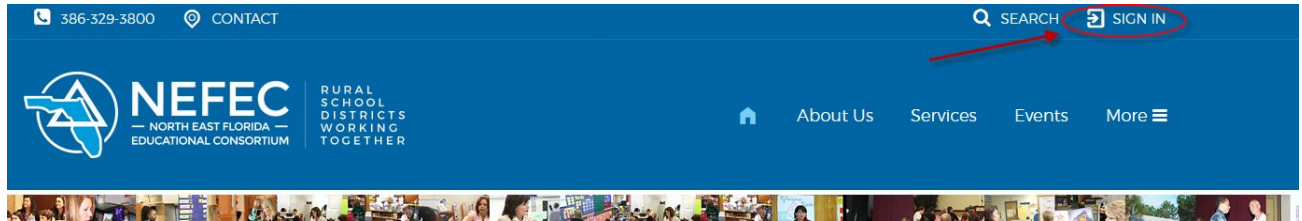


## How to Create a myNEFEC Account

1. Go to [www.nefec.org](http://www.nefec.org) and click the 'SIGN IN' link at the top of the page.



2. On the myNEFEC Sign In page, click the Sign up here link.

### myNEFEC Sign-In

☐ Remember Me (don't check on public device)

Sign In >

Forgot your password?

[Reset it here](#)

Need an account?

[Sign up here](#)

3. Enter your email address in the 'Email address' and the 'Confirm email address' fields. Click the 'Submit' button.

### myNEFEC Sign Up

▲ If you have a spam filter, please make sure it can allow email from the nefec.org domain before submitting this form.

Email address

Confirm email address

Submit

**Please Note: All correspondence through the website will be sent to this email address. This includes correspondence from trainings/courses through NEFEC. It is suggested that you use your district email account. You can add an additional email address to your profile once you have created your account.**

4. An email with a confirmation link will be sent to your email account. It could take up to 3-5 minutes to receive this email. Please do not submit your email again.

**Please note: If you have not received an email in your Inbox after 5 minutes, be sure to check your Junk/Spam email folder. If you have not received an email to either box, you can contact the webmaster at [webmaster@nefec.org](mailto:webmaster@nefec.org) for assistance.**

5. Click the confirmation link in your email. This will take you to the 'myNEFEC Sign Up' page. Complete all the fields on this page and click the 'Sign Up' button to create your myNEFEC account.

**Please Note: NEFEC uses the information from myNEFEC accounts to create rosters, certificates, and to notify your district regarding inservice points for trainings/courses you may take through NEFEC. Type your name exactly how you would want it to appear on a certificate or name tag and be certain your district and school are correct.**