



Directions for Signing Up for TCEA's Free Webinars

Your ATPE membership provides you with ten free professional development webinars from TCEA. These directions will help you locate and register for these webinars.

Step 1: Create a TCEA Profile

- Go to <http://www.tcea.org>
- Click on Login.
- Click on New Visitor Registration.

Not Registered?

If you do not have an account with TCEA please [click here](#) to create one.

If your login information is displayed below, then you are already logged in.

If you are a visitor and not a registered user, please use the [New Visitor Registration](#) to register for the site.



- The next screen will ask you for your email address. This will be your login ID at the TCEA website.
- Once you do this it will take you to the screen where you provide the information needed to create an account.
- In the field "Record Source" type in ATPE.
- In the field "Referred By" you can put ATPE or who ever referred you to the free webinars.

Step 2: Login to the TCEA website

- Go to <http://www.tcea.org>
- Click on Login.
- Use your email address you used when you signed up for an account and the password you provided when you registered. If you forgot your password, click on "Forget Your Password".

Step 3: Find the Webinar

- Review the list of free webinars for ATPE members here: <http://www.tcea.org/learn/atpe>
- Click on the title of the webinar you want to attend.
- On the next page, click on "Register for This Event".
- Finish the process.
- You will receive an email confirming your registration.
- Closer to the webinar, you will receive another email reminding you of the webinar giving you the link to sign-in to the webinar.

Step 4: Signing into the webinar

- Use the link provided in the reminder email.
- Click on "Guest" and provide your name.
- Click on "Enter the Room"