
2. Click the Log In button in the top right of the page
3. Click the Sign Up? button underneath the login fields.

4. Enter required information in the New User Registration Form. First Name, Last Name, Email, and Company Name. Select Sign Up when complete.

   Note: If someone from your company has already signed up, please contact them to add you as a user instead of completing the New User Registration Form.
5. The page will then instruct you to check their email as this is where you will receive your username and setup your password.

6. This is a sample of the email the user will receive:

   **Welcome to CAL-E-GRANTS**

   Hi Alayna,

   Welcome to Cal-E-Grants!

   You have successfully registered for an ETP account within the Cal-E-Grants system. Please go to the ETP Cal-E-Grants Login page access your account. If you are an administrator, you can also add additional system users.

   Username: **test.contact@test.com**

   To get started, go to [https://caetp.force.com/calexgrants/login?c=OH5n1s83OYfDFPd-kYUk8z4GALhVS1y056wEmHUzBAgUZYKXvyrhbH7Brn5916WmEawx2J%2BMaY9U936x7vBTjGzjPCZkZ%2F13Z7%2BY49af2ETDOtspphDA%2F18W%2DyNDO99b8y6uQXrnrAhsHFGP32w4EBevZYYmOCZhu0InRhW09brq6w6MvlkGclFKk6bEMFAo%3D](https://caetp.force.com/calexgrants/login?c=OH5n1s83OYfDFPd-kYUk8z4GALhVS1y056wEmHUzBAgUZYKXvyrhbH7Brn5916WmEawx2J%2BMaY9U936x7vBTjGzjPCZkZ%2F13Z7%2BY49af2ETDOtspphDA%2F18W%2DyNDO99b8y6uQXrnrAhsHFGP32w4EBevZYYmOCZhu0InRhW09brq6w6MvlkGclFKk6bEMFAo%3D)

   For assistance with the Cal-E-Grants system, please check out our general information and support materials. You may also contact the Cal-E-Grants command center via email at [etcpaleforce@etp.ca.gov](mailto:etcpaleforce@etp.ca.gov).

   Thank you,

   California Employment Training Panel
7. Enter in your desired password. It must be at least 10 characters, include 1 letter, and include 1 number. Once entered, click the Change Password button.

8. You are now logged into the system. The screen will refresh to the landing page and you will see your name in the upper right corner.
9. If you are not logged in, click the Log In button in the top right and enter in your username and password information