

CAL-E-GRANTS REFERENCE GUIDE: NEW USER REGISTRATION

1. Navigate to the Cal-E-Grants Home Page at <https://caetp.force.com/caegrants/s/>




2. Click the **Log In** button in the top right of the page



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3. Click the **Sign Up?** button underneath the login fields.



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Username

Password

Log in

[Forgot your password?](#) [Sign Up?](#)

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

If someone at your company has already signed up, please contact them to add you as a user. Otherwise, please continue to register for a new user below.

* First Name

* Last Name

* Email

* Company Name

Please check your email after selecting the sign up button to receive your username and instructions to login

Sign Up

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5. The page will then instruct you to check their email as this is where you will receive your username and setup your password

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

[Back to login](#)

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

Your **username** is located in this email. Keep note of this as this is your login username

Click the link in the email to set up your password within the Cal-E-Grants system

Welcome to CAL E-GRANTS

TP



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

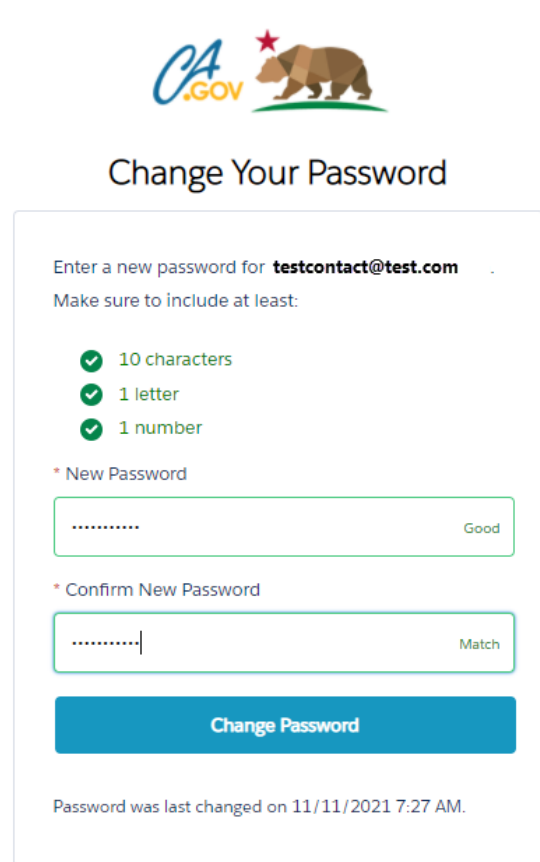
To get started, go to <https://caetp.force.com/calegrants/login?c=OHSn3i83OXfDFPacYUkIoz4iGA1hVSIZoSY6wEmH0zBAriZYKXjyrhbH78yf659L6mEgwx2J%2BLpY0U6x7vBTjGzjPCZjEG%2F13Z7%2B5baf2ETD0txjdpDk%2F18W%2BvNDO9b8vuuOXjyoAhiHGFp32s4EBevZYFvOCZh0EjRiHW0Ebrq0w6MvIkGcjGklsbEMFAOg%3D>


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 etpcalforce@etp.ca.gov.

Thank you,
California Employment Training Panel

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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



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Change Your Password

Enter a new password for **testcontact@test.com**

Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

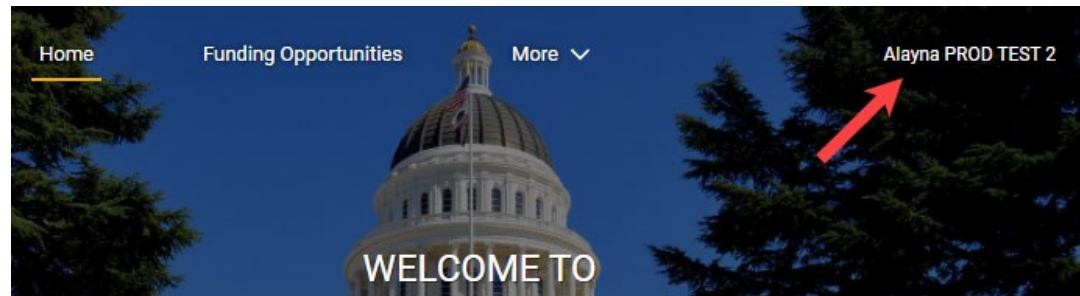
* Confirm New Password

..... Match

Change Password

Password was last changed on 11/11/2021 7:27 AM.

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



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9. If you are not logged in, click the **Log In** button in the top right and enter in your username and password information

