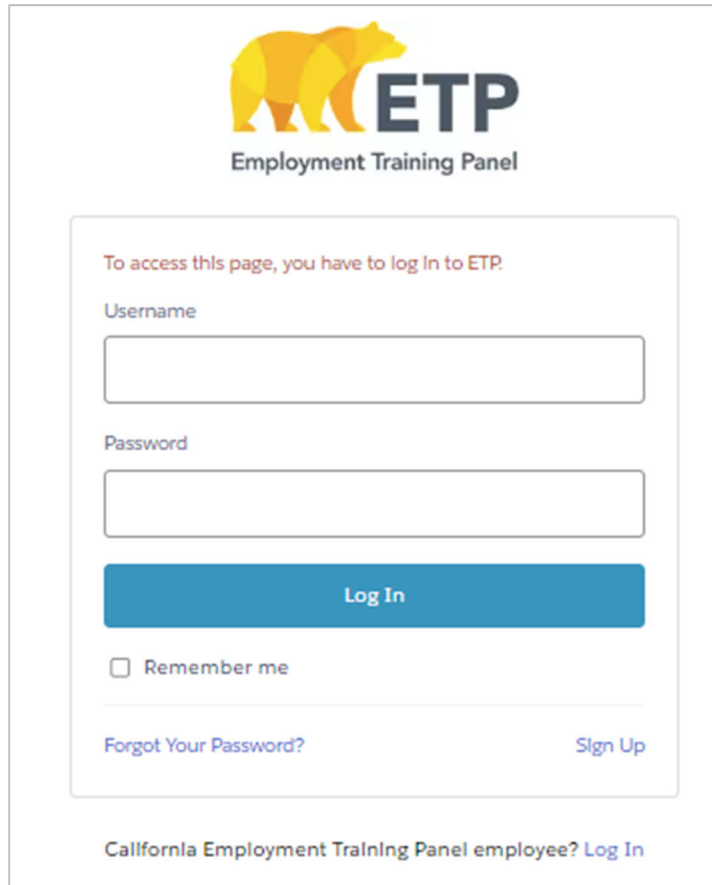# CAL-E-FORCE REFERENCE GUIDE: NEW USER REGISTRATION

Existing Cal-E-Force users do not need to re-register. Continue logging into the website with your existing username and password. This document is for *new* Cal-E-Force users.

1. Navigate to the Cal-E-Force Log–In Page at https://caetp.force.com/	

2. Click the **Sign Up** button underneath the login fields.

To access this page, you have to log in to ETP.

Username

Password

Log In

☐ Remember me

Forgot Your Password?   Sign Up

California Employment Training Panel employee? Log In

3. Enter required information in the New User Registration Form, indicated with a red asterisk (*).

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.

Note: Passwords require the presence of both letters and numbers, and must be a minimum of 10 characters in length and the username should be in email format.

* First Name

* Last Name

* Email

* Company Name

* Physical Street

* Physical City

Physical State

CA

* Physical Zip

Select Checkbox if Mailing Address is different than Physical Address

☐

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

Sign Up

4. If the Mailing Address differs, select the checkbox and additional fields will appear. Enter required information indicated with a red asterisk (*).

Select Checkbox if Mailing Address is different than Physical Address

☑

* Mailing Street

* Mailing City

* Mailing State

Select State ▼

* Mailing Zip

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

Sign Up

5. Select the **Sign Up** button when complete

Sign Up

6. You will then receive an email to the email address provided.

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

> * Non-ETP Email. Be cautious Clicking, Replying, Opening *
>
> Hi Jenny,
>
> Welcome to Cal-E-Force!
>
> You have successfully registered for an ETP account within the Cal-E-Force system. Please go to the ETP Cal-E-Force Login page access your account. If you are an administrator, you can also add additional system users.
>
> Username: jenny.phang+3@etp.ca.gov
>
> To get started, go to https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaetp--staging.sandbox.my.site.com%2Flogin%3Fc%3DMXhikjgytGZHKvxONSSsnC8F1qlbPh.J3Yy3Ldf6FuNFULtfGVsz_ipgWKh1NqfS7OkJa7FLE3NGPH_rCbgZaysGPev.aNdIUSeqhtL9AxIYSfuENuSb3w4ej7BsAn7N5aFgb5SRXyR9fw5brfrFKf6XvuRG0Z0ESJIX6xpiakiWnUkNBbLYnEPAUAFpvrXExP_WHQnvuAiUPr1RLRRM4AD0yarFxg%253D%253D&data=05%7C02%7CKhan.Lam%40etp.ca.gov%7Cfa2efc30e65641f96ff508dbfc35f45c%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C0%7C638381080892450583%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=STv5LR4oDWxSJ8AbtIimxAjpJudzHdiuqeSU5YQpVqw%3D&reserved=0
>
> For assistance with the Cal-E-Force system, please check out our general information and support materials. You may also contact the Cal-E-Force command center via email at etpcaleforce@etp.ca.gov.
>
> Thank you,
> California Employment Training Panel

7. Click the link in the email to take you back to the log in page.

> * Non-ETP Email. Be cautious Clicking, Replying, Opening *
>
> Hi Jenny,
>
> Welcome to Cal-E-Force!
>
> You have successfully registered for an ETP account within the Cal-E-Force system. Please go to the ETP Cal-E-Force Login page access your account. If you are an administrator, you can also add additional system users.
>
> Username: jenny.phang+3@etp.ca.gov
>
> To get started, go to https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcaetp--staging.sandbox.my.site.com%2Flogin%3Fc%3DMXhikjgytGZHKvxONSSsnC8F1qlbPh.J3Yy3Ldf6FuNFULtfGVsz_ipgWKh1NqfS7OkJa7FLE3NGPH_rCbgZaysGPev.aNdIUSeqhtL9AxIYSfuENuSb3w4ej7BsAn7N5aFgb5SRXyR9fw5brfrFKf6XvuRG0Z0ESJIX6xpiakiWnUkNBbLYnEPAUAFpvrXExP_WHQnvuAiUPr1RLRRM4AD0yarFxg%253D%253D&data=05%7C02%7CKhan.Lam%40etp.ca.gov%7Cfa2efc30e65641f96ff508dbfc35f45c%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C0%7C638381080892450583%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=STv5LR4oDWxSJ8AbtIimxAjpJudzHdiuqeSU5YQpVqw%3D&reserved=0
>
> For assistance with the Cal-E-Force system, please check out our general information and support materials. You may also contact the Cal-E-Force command center via email at etpcaleforce@etp.ca.gov.
>
> Thank you,
> California Employment Training Panel

8. You will be prompt to enter/ create a password. Select the **Log In** button once complete to log into the system.