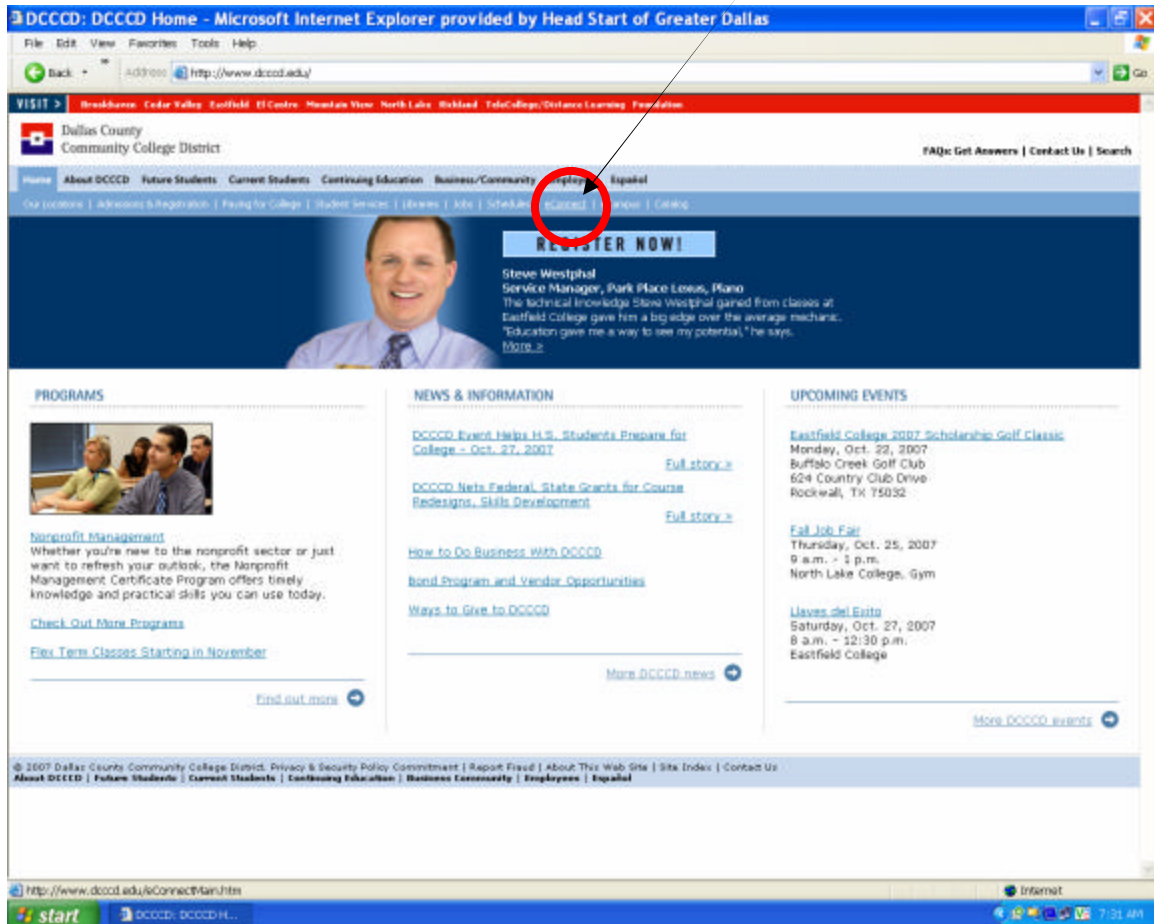
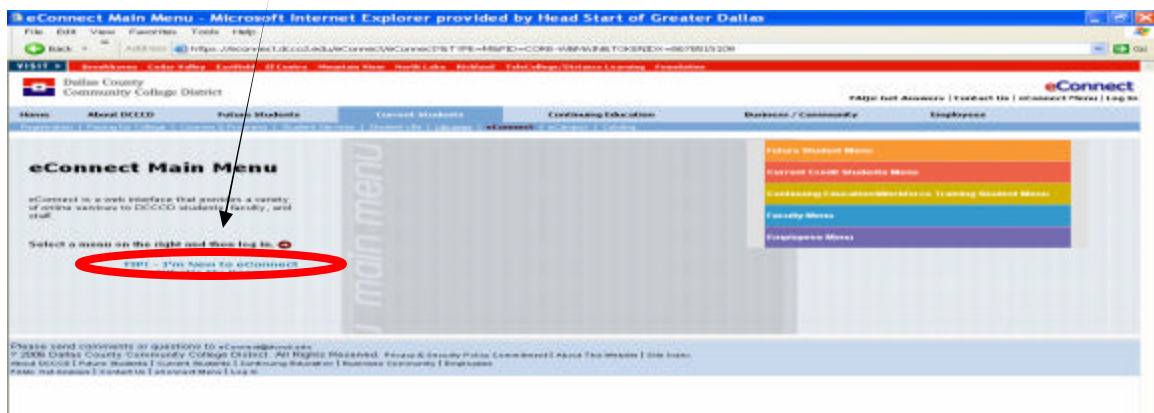


What is needed from eConnect: username and password.

1. Go to the dccc.edu web site and click on eConnect.

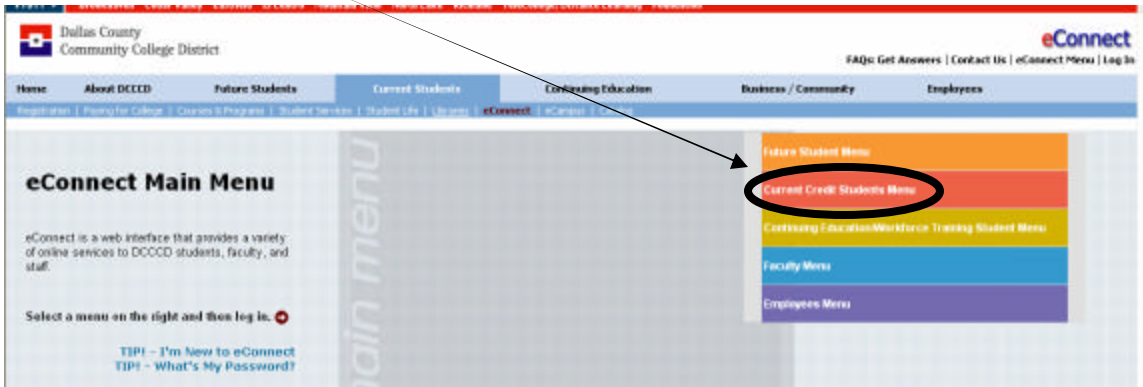


2. If you have not set up your username and password click – **“TIP! - I'm New to eConnect”**.

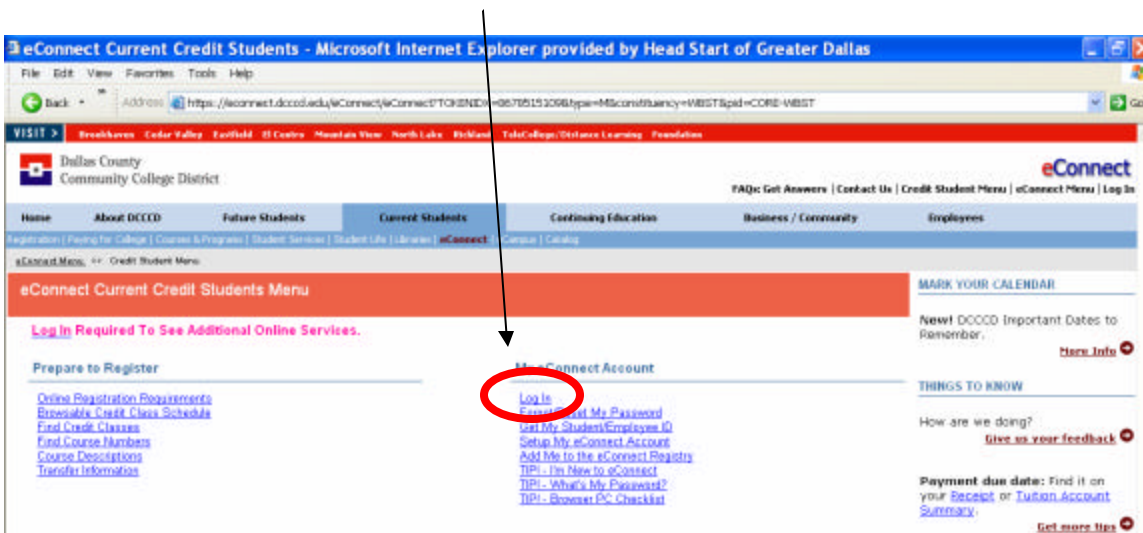


3. Follow the instructions to set up your username and password.

4. When you have established your username and password, please test it to make sure it works. This information is required for your **College Course Request** form.
5. Without this information Training will not send you a payment letter for taking college courses or purchasing books.
6. To test you information go to the eConnect page and click on, **Current Credit Student Menu**.



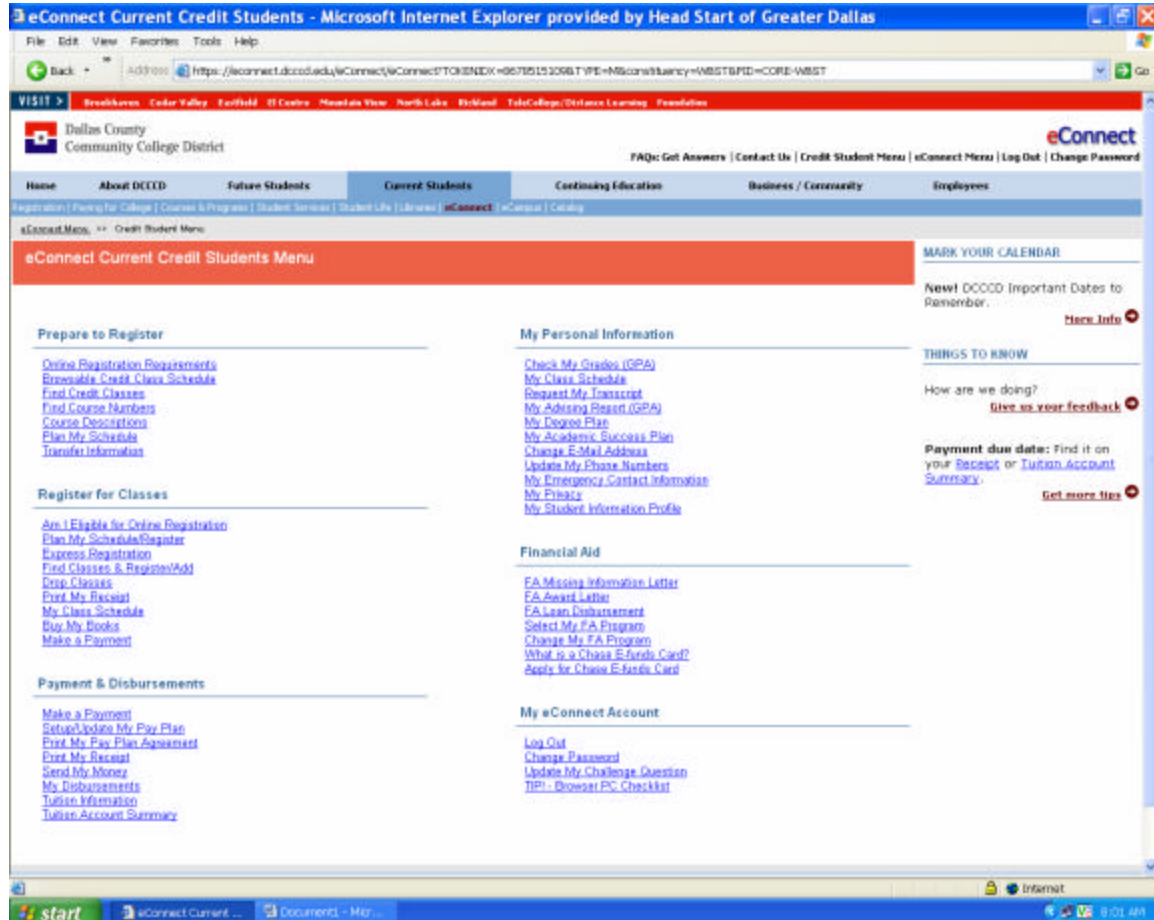
7. From this screen click **Log In**



8. This screen will appear. Put in your username and password.



9. The follow screen will appear.



10. From this screen Training can access your grades and courses for validation. If we cannot do this, then we cannot send you a payment letter for your tuition and books.

Notes:

- Training will treat this information with the utmost confidence.
- Do not attempt to register for any course that is not part of the Child Development degree plan. With the exception of developmental courses or a specialty course for which you have prior permission from Training to register.
- If at any time you do not wish for HSGD to have access to your records, you can change your password.
- **DO NOT** complete the **College Course Request** form if you have failed, withdrawn, or have an incomplete in a course for which HSGD has paid. HSGD will not fund any courses or books for a failure, withdrawal or incomplete until the staff member makes up that course or courses on their own time and with their own money. (If there are extenuating circumstances that prevented successful completion of a course, such as,

- severe illness, email Tim Devaney in Training the reason. There are some circumstances for which HSGD will absorb the monetary loss. Stress, family issues, course difficulty are not acceptable circumstances.)
- It is imperative that the same level of professionalism that HSGD insists upon in our classrooms and offices be present in the college classrooms. Each staff member who is sponsored by HSGD for college courses is a representative of our agency.

If you have any questions about these procedures, please contact [Tim](#) in Training.