

How to sign up for a TRN Affiliation:

1. Once you have registered on HAP, you should receive a notification via the portal and we can assign you to a TRN. If you do not receive this prompt, simply log into your new account using the email and password you created.
2. On your right you will see “Organization Affiliations” click the drop down arrow

- 3.
4. Click on “new”

New Affiliation

* = Required Information

Affiliation Information

* Organization Search Accounts... <input type="text"/>	* Contact Search Accounts... <input type="text"/> Joan Rockwell <input type="button" value="X"/>
Complete this field.	Status Current <input type="button" value="▼"/>
Role <input type="text"/>	End Date <input type="text"/>
Start Date <input type="text"/>	Contact Information <input type="button" value="▼"/>
Primary <input type="checkbox"/>	
Legacy System ID <input type="text"/>	<small>This field is calculated upon save</small>

Information

Description

1. Click under “Role”...and choose your role within the TRN (Member, Consultant, Coordinator, Co-Coordinator, or Approved Consultant)
2. Click on “Start Date” and click date you are signing up for that TRN.
3. Click inside the “Primary” box.
4. Save
5. Go back into your Details page and Click on “Primary Affiliation and
6. Click on the TRN Location you chose
7. Click in the Organization box, search, and pick the TRN you wish to join.

>Contact Details

*Name
Salutation
--None--

Contact Record Type
Standard Contact

First Name
Joan

Middle Name
Middle Name

Last Name
Rockwell

Suffix
Suffix

Trainee ID
11,858

Primary Affiliation
Search Accounts...

1. Click “Save”
2. You can also contact the TRN Coordinator listed on the "[Find a TRN](#)" page and inform them that you would like to join as a member, and you have completed all the items in the volunteer portal.
3. Immediately reach out to the Leadership and introduce yourself. Search [here](#).