



HAROLD ALFOND CENTER
FOR THE ADVANCEMENT OF
MAINE'S WORKFORCE

Short-term workforce training through Maine's community colleges

To have an employee complete their profile in Registration System

1. Log in to the [registration portal](#).
2. Select Company User from the Sign In dropdown.
3. Your username is your **HA Number** (this is also the Compact Member BI Code you will enter in the third section of the profile).
4. If you have not yet set a password for your account, you will need to do so the first time you log in. Enter your username and click Forgot Password. Enter the email associated with the account (usually the primary company contact for the grant). The password reset link will be sent to that email.
5. Log in using the new password.
 - Select Employee from the menu on the left hand side
 - Click the dropdown menu next to Add New and select Slim Employee Profile.
 - Enter the employee's name and email.
6. The employee will get an automated email with a link to complete their profile. **The link expires in 24 hours.** Contact your [Workforce Development Coordinator](#) if a new link needs to be sent.
7. Due to the residency requirement for grant eligibility, employees should provide their home address as the primary address. They do not need to provide a secondary address.
8. **Please email employees to let them know that the link will be coming and that it is not a scam. They will also need your Company Code (HA Number).** Sample language to employees [can be found here](#).