Register for a SUNY ESF event using E-Trak
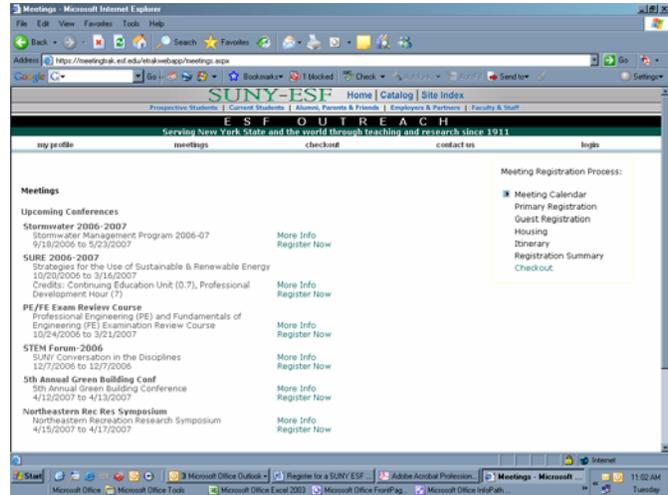
1. On the homepage of the event, click on "Register ONLINE" to access web enabled meetings at https://meetingtrak.esf.edu/etrakwebapp/meetings.aspx. You will see the meetings screen below.

You will see a list of all web enabled meetings for SUNY ESF in date order.

2. Click on "**Register Now**" for the web enabled meeting you would like to attend.

3. You will be prompted either **to log in or to create an account** (if you don't have one).

How to Log In: When you have a profile:

If you already have a Log In ID, key the number into the Login ID field. Key your password in the password field to complete the sign in process.

How to Log In: For the FIRST TIME:

If you have not ever created a profile, you will need to create a new profile first:
a. Click on "Do not have a login? Click here to create an account.."

b. Enter your contact information. *Fields with a *red asterisk are required fields, but we prefer you fill out all fields available*.

c. Click '**Save Your Profile**.' You will be given a Login ID number and a Password. In order to prevent duplicate records, please write down your Login ID number and your Password. *Always use your Login ID and your Password to register for web enabled SUNY ESF events in the future.
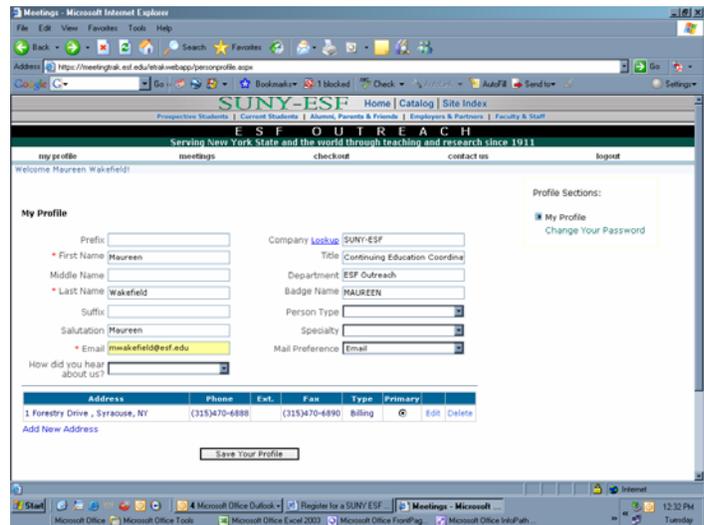
ABOUT PROFILES: If you are registering for someone else, please key in all of **their contact information** (name, phone, email, etc.), not your contact information. Once a profile is created by or for the individual, the individual should always use the log in ID and password to register. A profile can be edited with updated information as needed. If you are registering more than one person, a separate profile must be created for each individual attending the event. Each individual will be given a login ID and a password specific to them.

*Forgot your password? If you forget your password, click on "Forgot Your Password" and it will be emailed to you. If you forget your Login ID or for personal assistance, call the Outreach office phone: 315-470-6817, Monday – Friday, 8:00 am – 4:30 pm.

Once you are logged in, you will return to the Meeting Screen a second time.

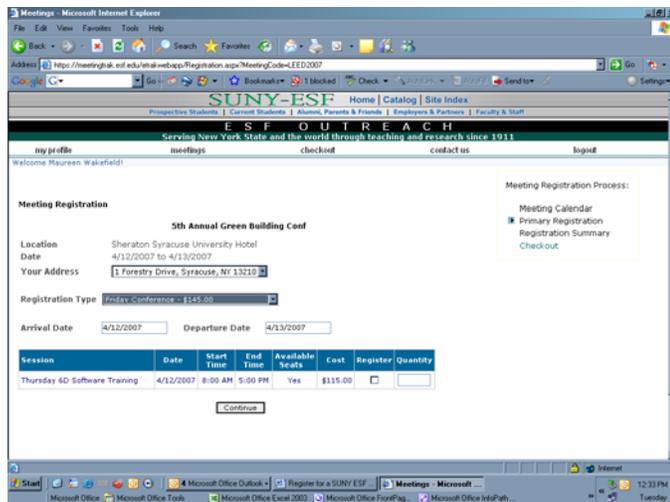   d. Click on "**Register Now**" to begin registration.
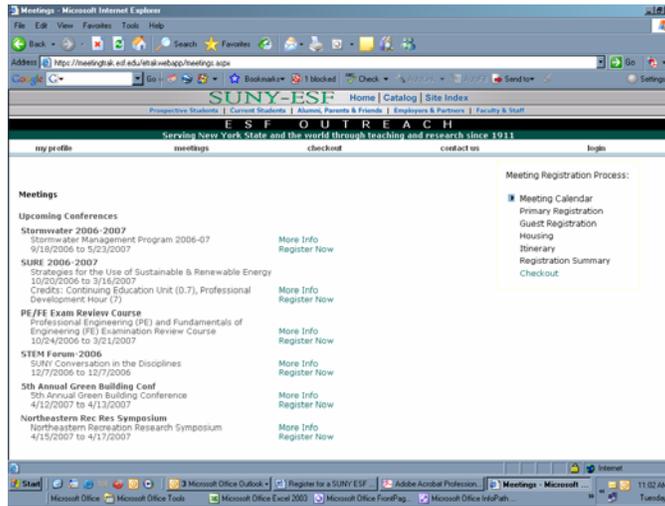
5. How to register: use the drop down box and/or applicable sessions

Click on the drop down arrow to select "Your Address". Click on the drop down arrow to select the "**Registration Type**".

If this is correct, click on the Continue Button. Review your Registration Summary.

If total amount due is accurate, click on "**Register**".

6. How to pay: Use either MasterCard or VISA and key in your credit card number and expiration date. Click on the Submit Button to process your payment immediately and securely for the event.
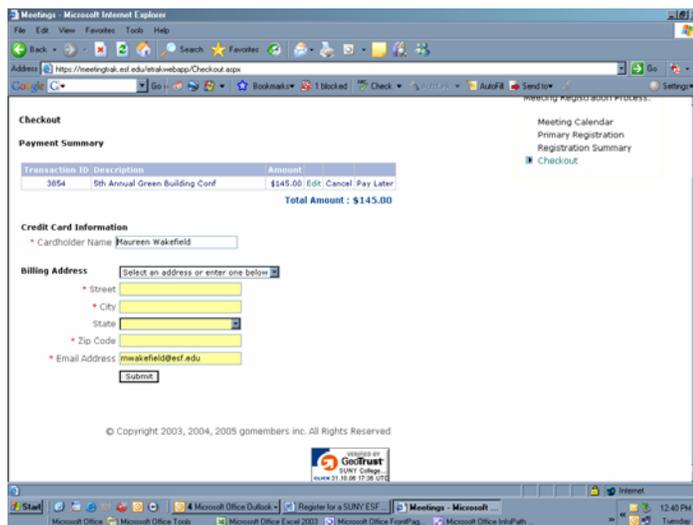
7. Thanks and enjoy the event! For personal assistance of if you have questions, call us at phone: 315-470-6817. We'll be happy to help you with the process.