

KNOW

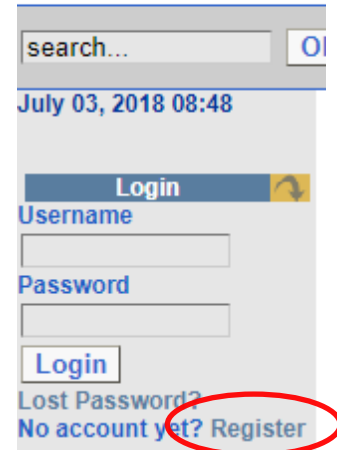
Workshop Registration and Continuing Education tracking

In the KNOW system, all directors, staff, board members, part time employees, etc. who will attend workshops, first need to set up an individual account (one time only). With your account setup, registering for a workshop is easy.



To create your account, complete the following. If you already have an account, skip to **“Registering for a workshop.”**

1. Go to <http://know.nckl.info/>
2. Click **Register**
3. Fill in all the required fields. For **Username**, please use your **FirstName_LastName** to include the underscore.
Example: **George_Washington**. **Password** needs to be more than 6 characters, no spaces, no special characters, upper or lower case accepted.
4. Click **Send Registration**



search... OK

Login

Username: la_clark

Password:

Login

Lost Password?

No account yet? Register

Main Menu

- Home
- Web Links
- Documents

Registration

Welcome to the North Central Kansas Libraries System member gateway. Before you can take advantage of the features found in this website, such as the ability to register for workshops, you must create your USER NAME in this form: First_Last. Example: Mary Smith would create a user name of: Mary_Smith

PLEASE NOTE:
You will receive an email message containing a confirmation link.
You MUST CLICK ON THE CONFIRMATION LINK WITHIN THE EMAIL MESSAGE before we can process your request for an account. ****

First Name: *

Last Name: *

Username: * X T

E-mail: * X T

Password: * X T

Verify Password: * X

Library: * X

Address: * X

City: *

State: * X

Zip Code: *

County: * X T

Phone #: *

Fax #: *

Position: *

Send Registration

* This Field is required | X This Field IS NOT visible on profile | T Field description: Move mouse over icon

Note: Required fields are: First Name, Last Name, Username, E-mail, Password, Verify Password, Library, Address, City, State, Zip, County, Phone number.

All new accounts require approval. Once you receive your second email, your approved account email (which could be up to 24 hours) you are ready to register for a workshop.

Registering for a workshop:

1. Go to <http://know.nckl.info/>
2. Type your username, (which should be FirstName_LastName), press tab and then type your password.
3. Click Login

A screenshot of the login form on the website. The form includes a search bar at the top, a date and time display 'July 03, 2018 08:48', and a 'Login' button. Below the button are input fields for 'Username' and 'Password', followed by another 'Login' button. At the bottom, there are links for 'Lost Password?' and 'No account yet? Register'. A red circle highlights the 'Login' button and the input fields.

4. Click the desired workshop under "Upcoming NCKL Workshops"

A screenshot of the North Central Kansas Libraries System homepage. The page features a search bar, a date and time display, and a navigation menu. The main content area displays a table of upcoming workshops. The table has columns for Title, Date, Location, Presenter, CoreComp, and Credits. The 'Upcoming NCKL Workshops' link in the table is circled in red. The 'Workshop Admin' menu on the left is also circled in red.

Members: 469
News: 13
Web Links: 43

We have 1 member online
Hi, LaDonna Clark

Logout

Main Menu

- Home
- Workshops
- Web Links
- Member List
- F.A.Q.
- Documents

Workshop Admin

- Workshop Table
- Member Table
- Add Registrations
- Edit Registrations
- Reports

User Menu

- My Profile
- Certificates
- Transcripts

Title	Date	Location	Presenter	CoreComp	Credits
Directors Meeting - Dec 6, 2018 - Junction City	December 6th		Carol Barta	2A:General Library Management	3
Directors Meeting - October 4, 2018 - Marysville	October 4th		Carol Barta	2A:General Library Management	3
Annual/Directors - August 2, 2018 - Manhattan	August 2nd		Carol Barta	2A:General Library Management	3
Necessary Knowledge 2018	November 8th		Carol Barta	2A:General Library Management	5
LearningExpress at NCKLS	July 17th		LaDonna Clark	7G:Instruction	2
Excel Formulas at Herington	July 19th		LaDonna Clark	7G:Instruction	2
Website Accessibility at Abilene	July 31st		LaDonna Clark	7F:Internet / E-mail / Web Design	2
Staff Day at Clay Center	August 30th		LaDonna Clark	2C:Human Resources Management	0
Fall Workshop - 2018	August 30th		Nikkie Sierra	3C:Youth Services	5
Trustee Orientation	July 12th		Carol Barta	3A:Public Services	1
Trustee Orientation	July 24th		Carol Barta	3A:Public Services	1
Trustee Orientation	August 15th		Carol Barta	3A:Public Services	1
Trustee Orientation	August 28th		Carol Barta	3A:Public Services	1

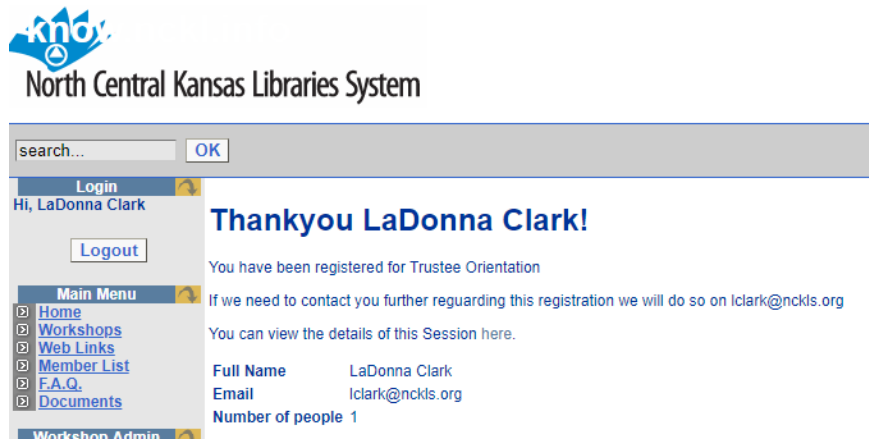
5. The information is prefilled. Click **Register**.

The screenshot shows a web interface for a registration page. On the left is a navigation menu with sections: Main Menu (Home, Workshops, Web Links, Member List, F.A.Q., Documents), Workshop Admin (Workshop Table, Member Table, Add Registrations, Edit Registrations, Reports), and User Menu (My Profile, Certificates, Transcripts). The main content area displays the following information:

- Hi, LaDonna Clark
- Logout
- Credits: 1
- Core Competency: 3A:Public Services
- Presenter: Carol Barta
- Description: This class will cover the roles, rights and responsibilities of a Public Library Trustee. We will look at the Kansas statutes that cover library board, e
- Zoom Join URL: https://kslib.zoom.us/j/689647323
- Date & Time: Thursday July 12 (2018) 10:00 AM to 11:30 AM
- Registrations Available: Unlimited
- Registration Deadline: 07/12/18
- Full Name: * LaDonna Clark
- Email: * lclark@nckls.org
- Library: * NCKLS
- Comments: Enter your Comments below.

At the bottom of the form, there are two buttons: "Register" and "Reset". The "Register" button is circled in red.

You will receive this immediate confirmation:



You will also receive an **email** confirmation:

You have been registered for Trustee Orientation!

If we need to contact you further regarding this registration we will do so on lclark@nckls.org

You can view the details of this workshop [here](#)

Full Name LaDonna Clark
Email lclark@nckls.org
Number of people 1