

## Getting Started With ECLASS

Before you can access the ECLASS web application, you must have a registered user profile. This profile is used to record your contact information, level of access, and course history. To register and create your ECLASS user profile, please follow the steps outlined below.

**Step 1:** To access the ECLASS web application, open your web browser and go to <https://eclass.hudnsc.org>.

**Step 2:** Click [REGISTRATION].

### Register

ECLASS registration is accessible 24 x 7 and provides the opportunity for Servicers/Lenders and HCA's to easily self-enroll into HUD's online and/or onsite training platform.

Registration Type <input style="width: 100%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Registration Type"/>	
Servicer/Lender ID <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Servicer/Lender ID"/>	Servicer/Lender Name <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Lender Bank"/>
First Name <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="First Name"/>	Last Name <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Last Name"/>
Work Phone <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Work Phone"/>	Work Phone Ext. (optional) <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Work Phone Ext."/>
Work Email <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Work Email"/>	Job Title <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Job Title"/>
<input type="checkbox"/> This is NOT a shared/group/generic email address.	
Address <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Company Address"/>	City <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="City"/>
State <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="State"/>	Zip Code <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Zip Code"/>
Password <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Password"/>	Confirm Password <input style="width: 95%; border: 1px solid #ccc; border-radius: 10px; padding: 5px;" type="text" value="Confirm Password"/>

- I certify that the information in my form was provided by me and is complete, true, and correct.
- I further understand that any false statements may result in denial or revocation of access.
- I furthermore authorize release of information contained in this form to the U.S. Department of Housing and Urban Development (HUD), its contractors, other entities and persons where necessary to conduct security reviews at any time to validate a user's identity, and document a user's consent to this agreement.
- I certify that I have read, understand, and adhere to all applicable guidelines and agreements as stated.

Register
Cancel

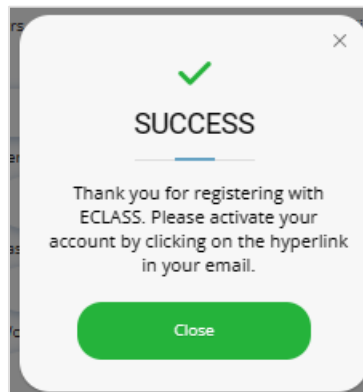
**Step 3:** Using the dropdown control, select your Registration Type

**Step 4:** Complete the form by inputting the requested information into each field.

**Note:** The required fields are identified like this:  
Required fields cannot be left blank.

**Step 5:** Click **[REGISTER]**.

Upon a successful Registration, the following message displays:



When a user has registered for ECLASS, the user receives an automated notification via email with instructions for the user to follow.

## Additional Registration Notes

- When the user receives the Registration Verification Email, click the “Validate Now” link. This will automatically validate the email address and activate the account.
- An email notification with a Welcome to ECLASS is also sent to the registered email address.

- Some users may begin using the system immediately while others must undergo an approval process through the site Admin. Users whose accounts require Admin approval are notified via pop up message and email. When their accounts have been approved, they receive an email notification.

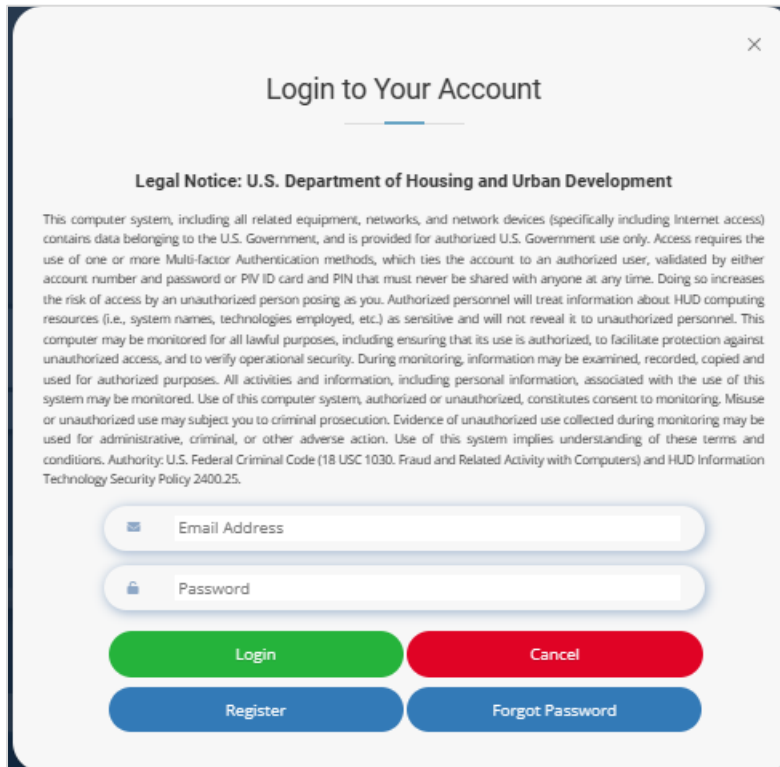
## Login

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Once your ECLASS user profile has been created and approved, you may begin using the site. To Login, follow the steps outlined below.

**Step 1:** To access the ECLASS web application, open your web browser and go to <https://eclass.hudnsc.org>.

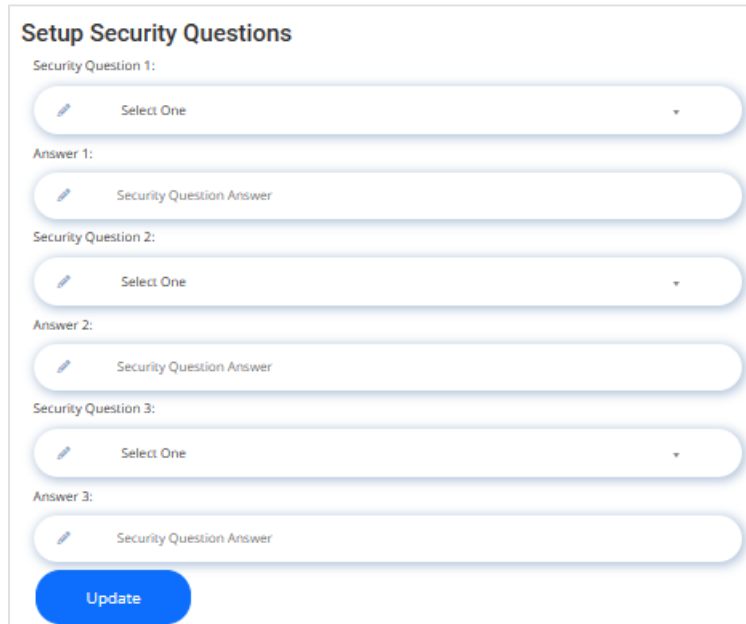
**Step 2:** Click [**LOGIN**].



**Step 3:** Input your Email Address. Input your Password.

**Step 4:** Click [**LOGIN**].

The first time you log in you will be asked to input three Security Questions.



**Setup Security Questions**

Security Question 1:  
Select One

Answer 1:  
Security Question Answer

Security Question 2:  
Select One

Answer 2:  
Security Question Answer

Security Question 3:  
Select One

Answer 3:  
Security Question Answer

Update

Enter in all three questions and answers and click **[UPDATE]**. After clicking update, you will be taken to the Training Dashboard.