



## REFERENCE SHEET

We are excited to welcome you to our HIGH5, First 5's new web based application. HIGH5 manages trainings and events and award and funding opportunities. (*HIGH5 replaces our legacy system ECC Online.*)

You are being invited to become a **HIGH5 Community** user so that you can

- **register for events/trainings;**
- request to be a First 5 Alameda County trainer;
- enter award reporting data;
- apply to funding opportunities

### Application Requirements

HIGH5 is a web-based application that is accessible by using Google **Chrome** web browser. HIGH5 is located at <https://high5.force.com/First5>. For your convenience it is available 24 hours/7 days per week.

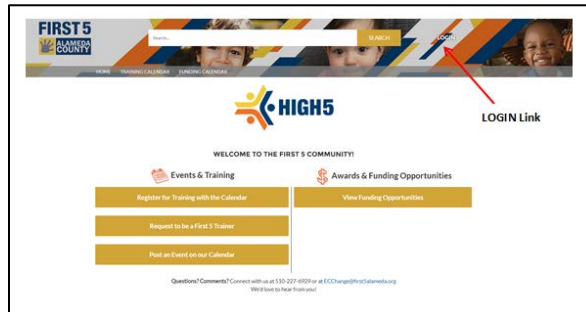
**Chrome** is a secure free browser that can be downloaded from [www.google.com/chrome/](http://www.google.com/chrome/).

### User Requirements

For the HIGH5 Community log-in, you will be using your **work email address**. For example: [john.doe@first5alameda.org](mailto:john.doe@first5alameda.org)

### Existing Account (*you had an account in ECC Online*)

1. If you had an existing account in ECC Online (our old training and events system) go to the HIGH5 landing page and click **LOGIN** located in the upper right-hand corner.



2. Enter your user name (which is mostly-likely your email address and click the "Forgot Password" link located at the bottom of the page.



3. Check your email (including our junk mail) for instructions to reset your password for this new application.