How to Register for HCD Connect as a Consultant

**California Department of
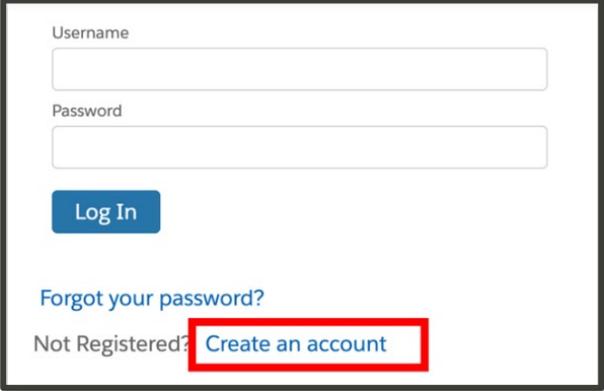Housing and Community Development**

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Learning Objectives
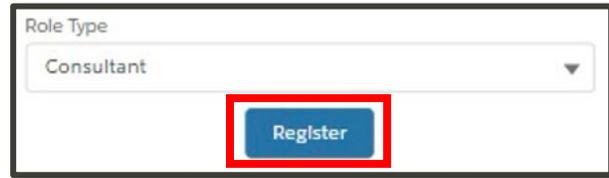
At the end of this module, you will be able to:

- Start your registration
- Complete your registration
- Manage your User Account

Portal Registration: New User Registration

To use the HCD Connect User Portal, you must first complete your registration. To register as a consultant, please do the following:
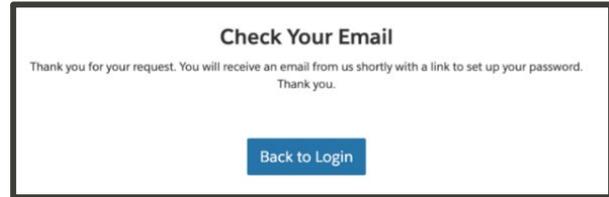
Steps	Screenshot Examples
1. Type the Portal URL in your preferred web browser: https://hcd.my.site.com/hcdconnect	
2. Click **Create an Account**	
3. Enter your **First Name**, **Last Name**, **Email**, and select the Role Type **"Consultant".**	
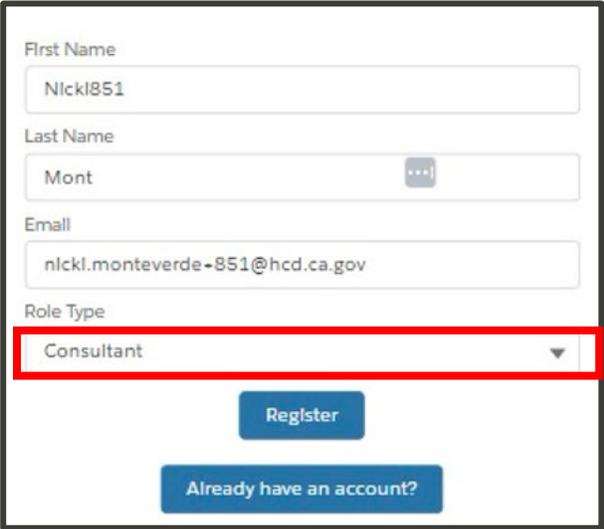
4. Then click **Register**

5. You will be taken to the Check Your Email screen. An email has been sent to the email address you entered.

6. Click on the link in the email or copy the link into your web browser.

7. You will be taken to the Change Your Password screen. Enter in a password and re-enter it to confirm.

   The password criteria include the following:

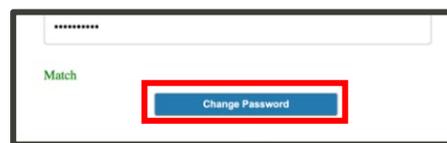   ✓ 8 characters
   ✓ 1 uppercase letter
   ✓ 1 lowercase letter
   ✓ 1 number
   ✓ 1 special character

   The green checks will indicate that you are meeting the required password criteria.

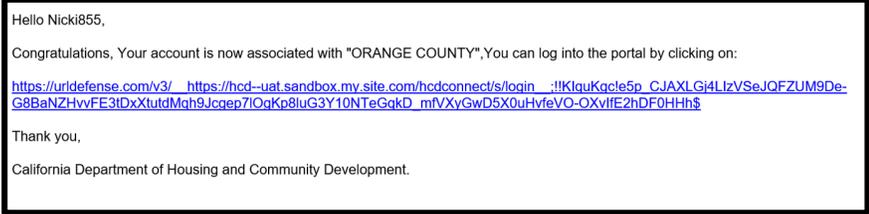8. Click the **Change Password** button to proceed.

9. Once you have created a password, you will be taken to the Portal's welcome screen. This concludes the registration process.

    Once you are registered in the HCD Connect portal, you can follow up with your jurisdiction contacts to have them grant you access to their jurisdiction's account.

    Once a jurisdiction has granted access, you will be able to submit documents on the jurisdiction's behalf and view records. Your account may be associated with multiple jurisdictions or tribal entities.

Manage Your User Account

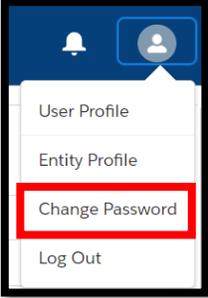| Steps	Screenshot Examples
1. When you are associated to a jurisdiction, you will receive an email. Make sure to click on the link to login.	Hello Nicki855, Congratulations, Your account is now associated with "ORANGE COUNTY",You can log into the portal by clicking on: https://urldefense.com/v3/__https://hcd--uat.sandbox.my.site.com/hcdconnect/s/login__;!!KIquKgc!e5p_CJAXLGj4LIzVSeJQFZUM9De-G8BaNZHvvFE3tDxXtutdMqh9Jcgep7lOgKp8luG3Y10NTeGqkD_mfVXyGwD5X0uHvfeVO-OXvlfE2hDF0HHh$ Thank you, California Department of Housing and Community Development.
2. To manage your user account details, click on the profile icon on the top right of the navigation bar.	Welcome to HCD Connect!
3. Click on **User Profile.**	User Profile / Change Password / Log Out
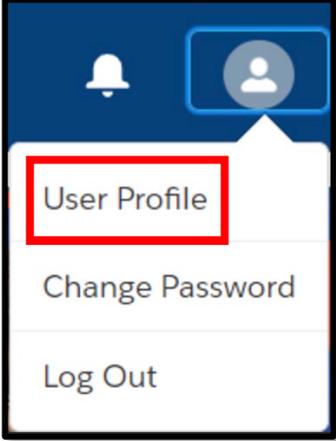
4. You can view your user information on the User Profile page. If you need to update any information, enter any updates in the fields on the page then click the **Update** button at the bottom right of the screen.

5. You will see that your changes have been saved.

Change Your Password

Steps	Screenshot Examples
1. Click on **Change Password** to process a password change request.	
2. On the Change Your Password screen, enter in your old password and your new desired password.	
3. Then click the **Change Password** button.	