# Getting Started

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]**.

## Account Enrollment

Our ECLASS web-based registration is accessible 24 x 7 and provide more opportunity for Servicers/Lenders and HCA's to easily self-enroll into HUD's self-paced online and/or onsite training. Please complete the following information to create your account.

**Registration Type**

FHA - Approved Servicer/Lender

**FHA Approved Servicer/Lender Information**

Servicer/Lender ID: Servicer/Lender ID
Servicer/Lender Name: Servicer/Lender Name

**Information About You**

First Name: First Name
Last Name: Last Name

Work Phone: Work Phone
Work Phone Ext.: Work Phone Extension

Work Email: Work Email
Job Title: Job Title

☐ This is NOT a shared/group/generic email address.

Address: Company Address
City: City

State: State
Zip Code: Zip Code
5 or 10 Digit Zip Code Required

Password: Password
Valid Password Required
Confirm Password: Confirm Password

**Disclaimer / Consent**

☐
- 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.

Cancel     Submit

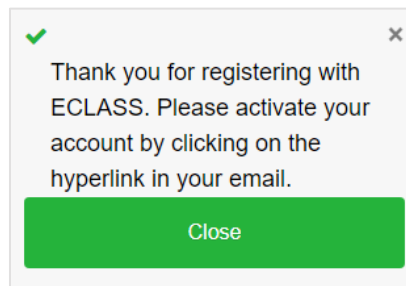**Step 3:** Using the dropdown control, select your Registration Type
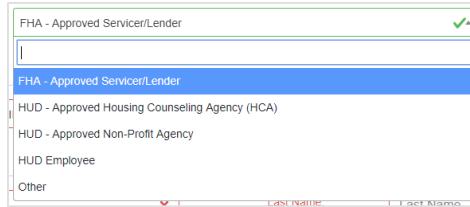
**Step 4:** Complete the form by inputting the requested information into each field.

**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.
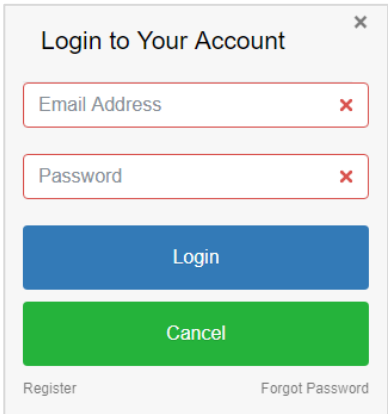
## Additional Registration Notes

- When the user receives the Registration Verification Email, click the "Validate Now" link. This will automatically validate the email address and activate the account. If the user's account is validated successfully, the following message displays:

- 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.
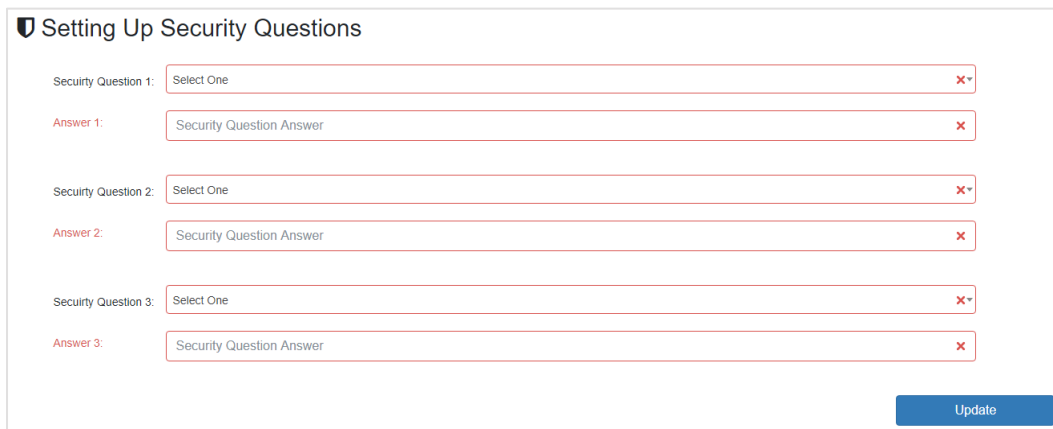
## Login

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.

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