




CARE Training Records



About the Portal	The Portal lets you view your list of completed classes and, upon completion of a class, print your completion certificate.
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Access the Portal	You may access the Portal in one of three ways: <ol style="list-style-type: none">1. Email – from an email invitation you receive from GAF2. gaf.com – there is a link on the GAF site (http://www.gaf.com/Building_Professionals/CARE)3. GAF’s Certified Contractor Zone (CCZ) – (https://ccz.gaf.com) and Select CARE -> CARE Training Records from the menu
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Initial Access from Email	<p>You will get access to CARE Training Records via the invitation email from GAF (example below):</p> <p>Congratulations on your recent completion of a GAF-CARE training activity! As a result, we have provided you with access to your GAF-CARE Training Records.</p> <p>You can now print transcripts of CARE training sessions you have completed as well as the individual certificates you have earned by doing the following:</p> <ol style="list-style-type: none">1. Click here to access your GAF-CARE Training Records2. Type your email address into the Username field3. Type or copy/paste your Temporary Password into the Password field <p>Your Temporary Password is *&TXxwf5{tnx</p> <ol style="list-style-type: none">1. Click the link.2. Your email address is your user name. Enter your email address and the password supplied in the email. You may want to copy your email address and password from the email message and paste them into the fields. <div data-bbox="438 1539 829 1713" data-label="Form"><p>Username: <input type="text"/></p><p>Password: <input type="password"/></p><p>Sign In</p></div> <ol style="list-style-type: none">3. Click .4. You will be prompted to change your password and establish answers to security questions.
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For Questions or Log in Help – call Certified Contractor Services at 888-532-5767, Option 2 (then 1), Monday -Friday, 7:30 AM – 6:00 PM EST or email: ccp@gaf.com



CARE Training Records



Set Up Password and "Challenge" Questions

1. After log in, you will be prompted to change your password:

Change password

Please change your default Password

Password must be between 8-32 characters in length, and contain at least 1 lower-case, 1 upper-case, 1 numeric character.

Username
yyyy@gafest.com

New Password:

Confirm New Password:

Change Password

2. Password must be between 8-32 characters in length and contain at least one lower case, one upper case, one numeric, and one special character (e.g., #, *, etc.).
3. After successfully changing your password, you will be prompted to answer "challenge" questions. Remember the answers, they will be asked if you need to recover your password.
4. From the drop down, select the question you would like to answer. You must select three different questions. Each answer must be a minimum of two characters:

Color of your first car?

In what town was your first job?

Last 5 digits of your Driver License?

Last name of favorite teacher?

Maternal grandmother's name?

Name of a childhood friend?

Name of your elementary school?

Name of your first stuffed animal?

Oldest sibling's middle name?

School you attended in 6th grade?

Street you grew up on?

Street you lived on in 3rd grade?

The last college attended?

Town where your sibling lives?

What is your favorite sport?

What was your first car make?

Where were you on 9/11/01?

Your childhood nickname?

Your childhood phone number?

5. After successfully answering the questions, click on the link to log in to CARE Training Records.

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CARE Training Records



Portal Home Page Example

English

Welcome Yilber | Logout
Member Id: 2708
Email: yyyy@gafest.com

Update CARE Profile help

CARE In Person Training Shown are Training Credits 01/01/2016 -06/28/2016

Class/Event	Date	Credits	Certificate
Take It To The Next Level Expo	04/14/2016	4	Certificate

Contact Us Print Transcript
Print Card
CARE Training Program

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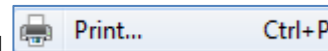
Print Class Completion Certificate

1. Click the certificate link to view the certificate. The certificate opens in .pdf format.

CARE In Person Training

Class/Event	Date	Credits	Certificate
Shingle Systems and the most common mistakes	04/02/2015	1	certificate

2. Print using your browser's print command



Print List of Completed Courses (transcript)

1. Click the [Print Transcript](#) link in the lower right corner of the Portal home page.
2. Your list of completed courses (transcript) displays.

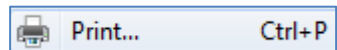
Yilber
Artech Roofing & Construction
LLC
37923

CARE Training Credentials Earned as of 06/28/2016

CARE In Person Training

Class/Event	Date	Credits
Take It To The Next Level Expo	04/14/2016	4

3. Print using your browser's print command



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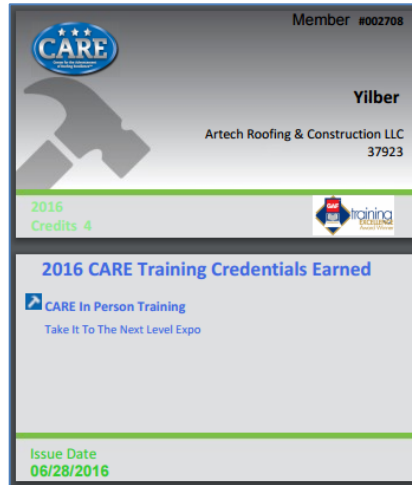


CARE Training Records



Print CARE Card

3. Click the [Print Card](#) link to view the CARE card. The card opens in .pdf format and has two or more pages.



4. Print using your browser's print command  [Print...](#) **Ctrl+P**.

Update Your Information

You may change your profile information at any time.

1. Click the [Update Care Profile](#) link in the upper right corner of the Portal home page.
2. Enter your changes. (If you are changing your email address, please see the section below.)

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CARE Training Records



The screenshot shows a user profile page with two main sections: 'Change Personal Information' and 'Change email address'. The 'Change Personal Information' section includes fields for First Name (Yilber), Last Name, Street Address, City, State/Province, Zip Code (37923), Phone Number, and Company Name (Artech Roofing & Construction LLC). The 'Change email address' section includes fields for Current Email (yyyy@gafest.com), New Email, and Confirm Email. A note states: 'NOTE: By changing email, you will get a new userid and password to login. Your classes will not be lost. Please be aware that these changes only pertain to your CARE Profile. Your account data for Contractor Zone will not be changed.' There are 'SAVE' and 'CANCEL' buttons at the bottom right of the form area.

3. Click **SAVE**.
4. CARE displays a confirmation window.

The confirmation window displays the following details:

First Name:	Phi L
Last Name:	Kulp
Street Address:	10 South 3rd Street Suite 99999
City:	New City
State/Province:	NY
Zip Code:	999999
Phone Number:	555-555-9999
Company Name:	New Construction, Inc
New Email Address:	

At the bottom of the window is a 'Save Changes' button.

5. Click **Save Changes**.

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Are You Changing Your Email Address?	<p>There are two special considerations if you are changing your email address.</p> <ol style="list-style-type: none">1. You will receive a new welcome email from GAF. The email will contain a new temporary password. You will need to use the temporary password to access the system, and then you may enter your permanent password. You will also need to reestablish the answers to your security questions. <div data-bbox="594 506 1214 695" style="background-color: #f8d7da; padding: 10px;"><p>NOTE: By changing email, you will get a new userid and password to login. Your classes will not be lost. Please be aware that these changes only pertain to your CARE Profile. Your account data for Contractor Zone will not be changed.</p></div> <ol style="list-style-type: none">2. It must be a new email address to GAF's CARE system. If the email address you are attempting to enter already exists in CARE, the system will not accept it. You will need to contact Certified Contractor Services (use the contact information at the bottom of this page) and the CCP Representative will make the change in the system.
Change Language	<p>You can change the language to Spanish or French. Select the language of your preference in the language drop down which is at the top of the page:</p> <div data-bbox="824 953 972 1087" style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"><p>English ▾ English Español Français</p></div> <p>Your language preferences will be saved for the next time you log in to CARE.</p>

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