

EIM WORKSHOP NEWS

Effective January 1, 2019, all EIM Workshop attendees must pre-register/sign up at least 24 hours in advance to attend a workshop. The Roster will close 24 hours before the workshop start time, and walk-in attendees will no longer be admitted.

Have an existing EIM account?

1. Go to eappsdb.com/austin.
 - a. Enter your UserID/password;
 - b. if you do not recall your UserID/password, scroll down to **Alternate Login** and enter your Name (must be the one you used when you completed/submitted your EIM application) and Date of Birth;
 - c. if you cannot login using the Alternate Login option, and you believe you have submitted an application in the past, contact your parish/school EIM site administrator, or the EIM Office, for assistance – do not create a new account.
2. From your account, click [Sign up for a Workshop](#) (bottom right) to see the list of workshops and click the **Sign Up** button for the EIM Workshop you wish to attend.
3. Persons who do not have access to a computer and/or the internet should contact their own parish or school EIM site administrator who can assist in signing up for a workshop.

Never submitted an EIM Application?

1. Go to eappsdb.com/austin-register.
 - a. Complete/submit the Registration Page; you will be directed to the EIM Application.
 - b. Complete all sections and click the **red Submit Application** button.
2. Once submitted, follow the prompts to return to your EIM account. Click [Sign up for a Workshop](#) (bottom right) to see a list of all workshops and click the **Sign Up** button for the EIM Workshop you wish to attend.
3. Persons who do not have access to a computer and/or the internet must request a paper application from own parish or school EIM site administrator, complete the entire form and return it to their site administrator.
 - a. Applicant must follow up with their site administrator after turning in the paper application in order to request assistance with signing up for a workshop.