

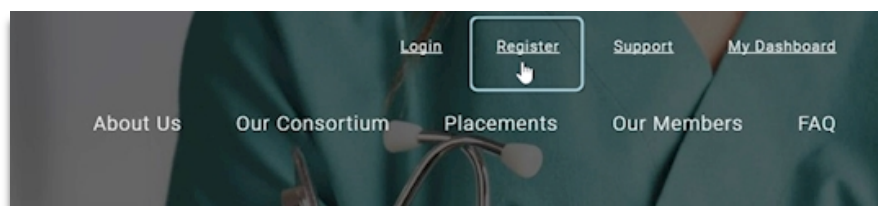
1. BEFORE YOU BEGIN

Complete the steps below before you begin the registration process.

1. Obtain the account access code provided by your school.
2. Make CPNW a "safe sender" in all of your email accounts. To do this enter the email addresses below in your contacts list in ALL of your email accounts.
 - cpnw@cpnw.org
 - support@cpnw.org
 - admin@cpnw.org
3. Know your organization id. (e.g., Student Id; Faculty ID; Employee ID)
4. Be prepared to share your cellphone number and service provider information.
5. Create a 10-character password that includes at least:
 - one capital letter
 - one lower case letter
 - one number
 - one special character (e.g., ~ *! - ^)

2. NAVIGATE TO REGISTRATION PAGE

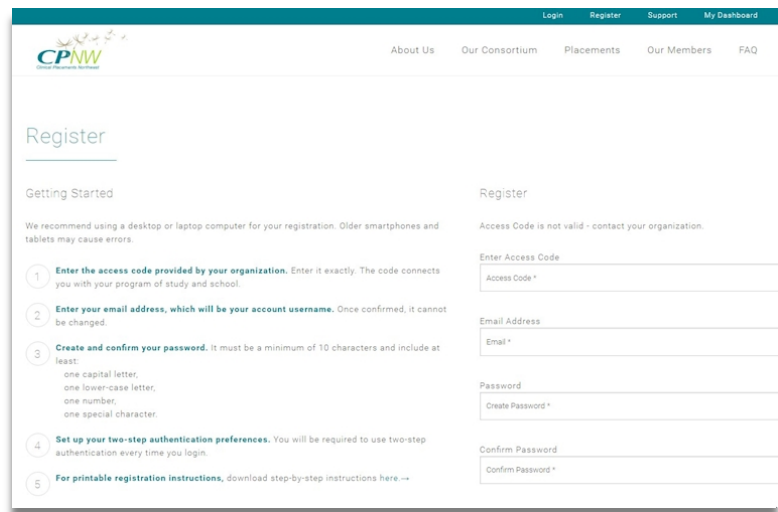
2



Go to www.cpnw.org and use the registration link in the top right hand corner of your screen to find the registration page.

3. REVIEW THE FORM AND INSTRUCTIONS

3

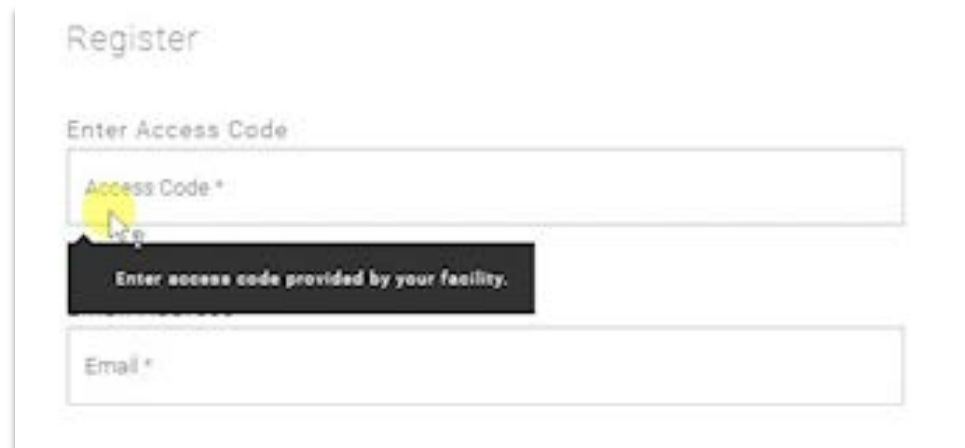


The screenshot shows the CPMW registration page. At the top, there is a navigation bar with links for Login, Register, Support, and My Dashboard. Below this, there are links for About Us, Our Consortium, Placements, Our Members, and FAQ. The main heading is "Register". Underneath, there is a "Getting Started" section with five numbered instructions: 1. Enter the access code provided by your organization. 2. Enter your email address, which will be your account username. 3. Create and confirm your password. 4. Set up your two-step authentication preferences. 5. For printable registration instructions, download step-by-step instructions here. To the right of the instructions is a "Register" form with fields for Access Code, Email Address, Password, and Confirm Password. A message above the Access Code field states "Access Code is not valid - contact your organization."

Read the entire registration form before you begin.

4. ENTER YOUR ACCESS CODE

4



This image is a close-up of the registration form. It shows the "Enter Access Code" section with a text input field labeled "Access Code *". A yellow mouse cursor is pointing at the input field. Below the input field is a black tooltip box with the text "Enter access code provided by your facility." Below the tooltip is the "Email *" input field.

Use the tab key to move through the form fields. Do NOT use enter.

In the first box enter the account access code provided by your school then hit the TAB key.

2

4a

The screenshot shows a registration form titled "Register". It contains the following text: "You are registering for [redacted] Program: [redacted] as a teacher user." Below this is a section labeled "Enter Access Code" with a yellow input field.

Read the message that appears above the access code box. It will list your school, program name and your user type. If the information is incorrect, you likely used the wrong access code. Contact your school's account coordinator for the correct code.

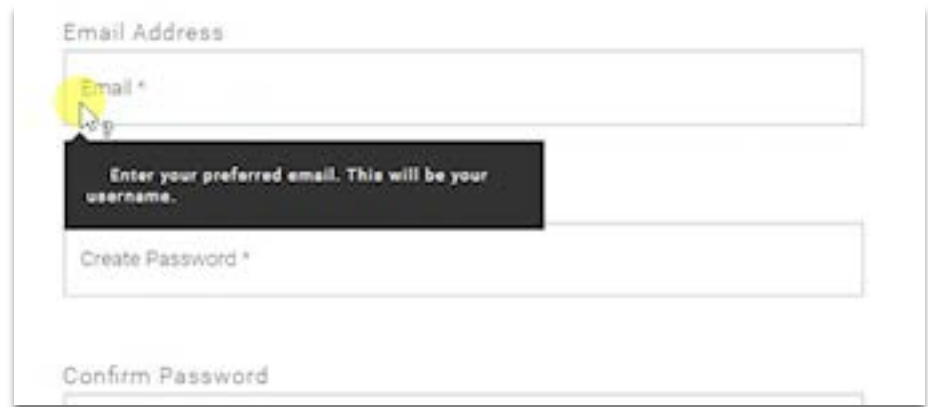
4b

The screenshot shows a registration form titled "Register". It contains the following text: "You are registering for [redacted] Program: [redacted] as a Student user." Below this is a message: "After your account is approved, you will be asked to pay a subscription fee of \$50 before full access will be granted." Below the message is a section labeled "Enter Access Code" with a white input field. At the bottom, there is a label "Email Address" with a corresponding input field.

If you are responsible for payment of your subscription, you will see an additional message stating the amount you will owe once your account is approved by your school. When it is approved, you will receive a payment link in your email. Once payment is made, you can login to the application.

5. ENTER YOUR EMAIL ADDRESS

5



Email Address

Email *

Enter your preferred email. This will be your username.

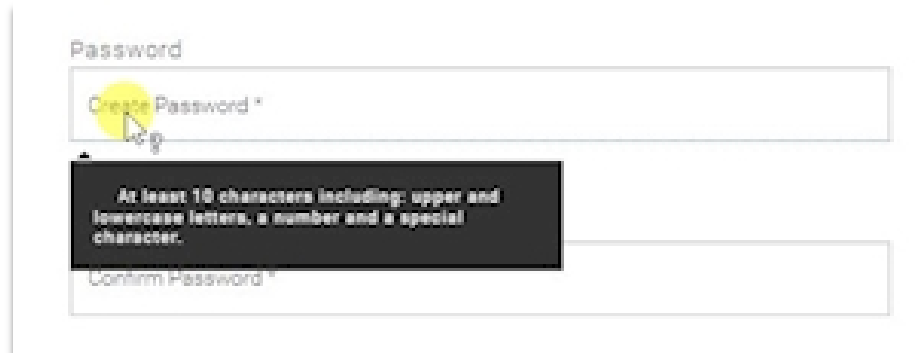
Create Password *

Confirm Password

Use the tab key to move to the email address box. *The email address you enter will become your permanent user name and cannot be changed.* Be sure to check your school's instructions for email address requirements. Some schools do require the use of a student/faculty email for CPNW accounts. Hit TAB to move to the Create Password box.

6. ENTER YOUR 10-CHARACTER PASSWORD

6



Password

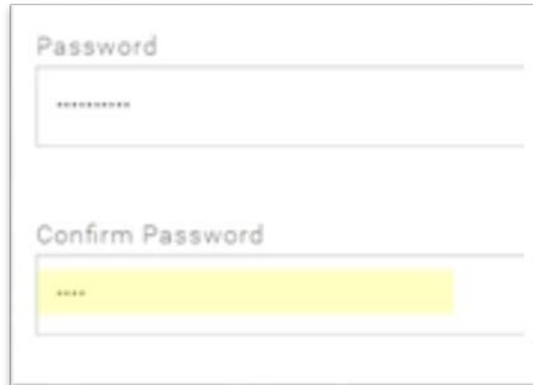
Create Password *

At least 10 characters including: upper and lowercase letters, a number and a special character.

Confirm Password *

Next enter your new password. Remember the password must be at least 10-characters long and include at least one number, symbol, uppercase letter and lowercase letter. Hit TAB to move to the Confirm Password box.

6a



The screenshot shows a form with two input fields. The first field is labeled "Password" and contains a series of asterisks. The second field is labeled "Confirm Password" and contains four asterisks. The "Confirm Password" field is highlighted with a yellow background.

In the Confirm Password box, enter the same password. Hit TAB to move to the next box.

7. CONFIGURE TWO-STEP AUTHENTICATION

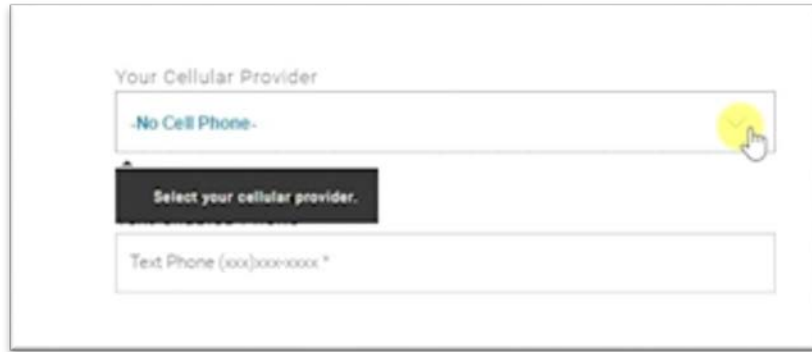
7



The screenshot shows a dropdown menu titled "Authentication Code Delivery Preference". The menu is open, showing several options: "Please Select", "Please Select", "Email", "Text Message", and "-No Cell Phone-". The "Text Message" option is highlighted in blue, and a mouse cursor is pointing at it.

To protect your personal information this application has a two-step login process. The Authentication Preference box allows you to select how you would like to receive the authentication code for each login. We recommend you select "text message" as your initial choice. Due to security settings at many institutions, email messages are frequently delayed; choosing text is more reliable.

7a



The screenshot shows a form titled "Your Cellular Provider". At the top, there is a dropdown menu with the text "-No Cell Phone-" and a yellow checkmark icon. Below the dropdown is a black error message box that says "Select your cellular provider." Underneath that is a text input field labeled "Text Phone (xxx)xxx-xxxx *".

To receive an authentication text message, you must provide the name of your cellular provider. Select your provider from the drop down list. (See 7b)

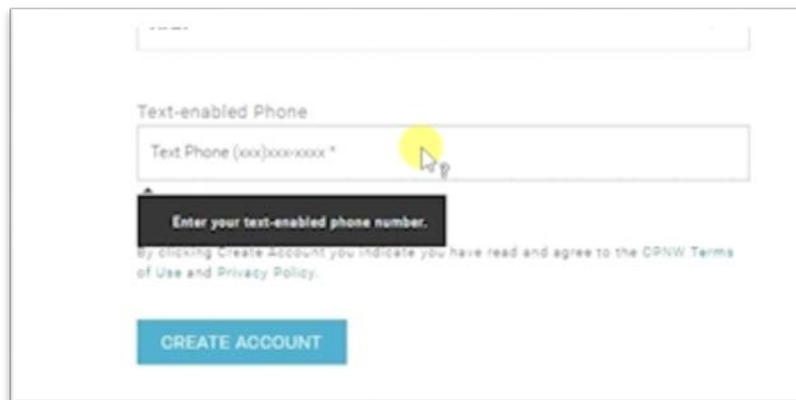
7b



The screenshot shows the "Your Cellular Provider" dropdown menu expanded. The list of options includes: "-No Cell Phone-", "AT&T" (highlighted in blue), "Cingular (Now AT&T)", "Clearnet", "Comcast", "Nextel", "Qwest", and "Sprint". A yellow circle highlights the "AT&T" option, and a mouse cursor is pointing at it.

If you do not find your cellular provider, please contact support@cpnw.org

7c



The screenshot shows a form with a "Text-enabled Phone" section. It contains a text input field labeled "Text Phone (xxx)xxx-xxxx *". Below the input field is a black error message box that says "Enter your text-enabled phone number." Underneath that is a small line of text: "By clicking Create Account, you indicate you have read and agree to the CPNW Terms of Use and Privacy Policy." At the bottom of the form is a blue button labeled "CREATE ACCOUNT".

Next enter your 10-digit cell number. (e.g., 000-000-0000)

8. SUBMIT YOUR REGISTRATION FORM

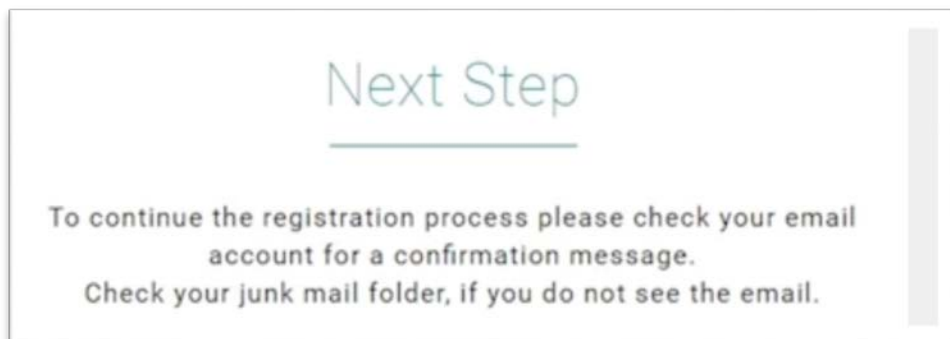
8



If you have completed the form correctly, the create account button will be active. Click the button. If the button is not active, review your form to make sure you correctly entered your access code and password combination.

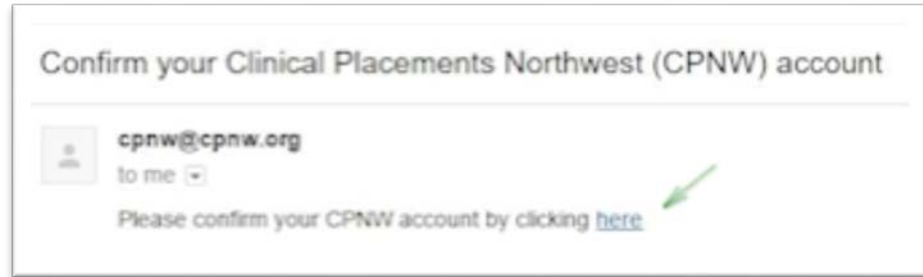
9. CONFIRM YOUR EMAIL

9



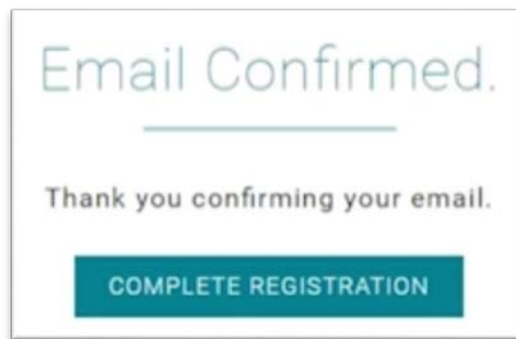
When you have successfully completed the form, the application will display this authentication message.

9a



Access the email account you used on your registration to find your confirmation message. You must click the link on the confirmation message to confirm your username and password. Once you click on the confirmation link you will be brought back to the CPNW website and see the message below.

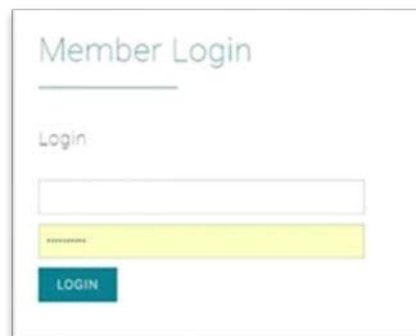
9b



When you click "complete registration" you will be taken to the login form to log into the CPNW application with your new username and password.

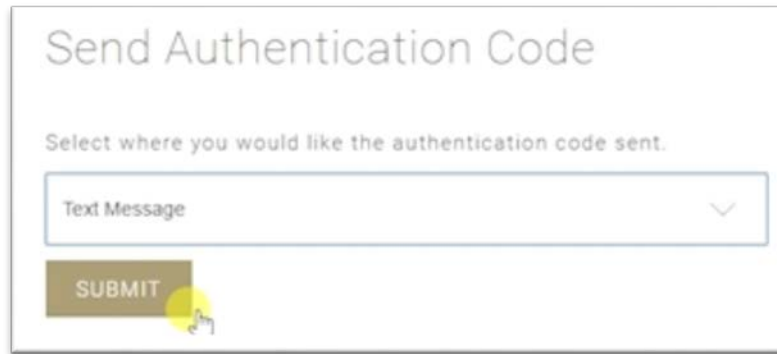
10. LOGIN TO YOUR ACCOUNT

10



Login with the username and password you just confirmed.

10a



Send Authentication Code

Select where you would like the authentication code sent.

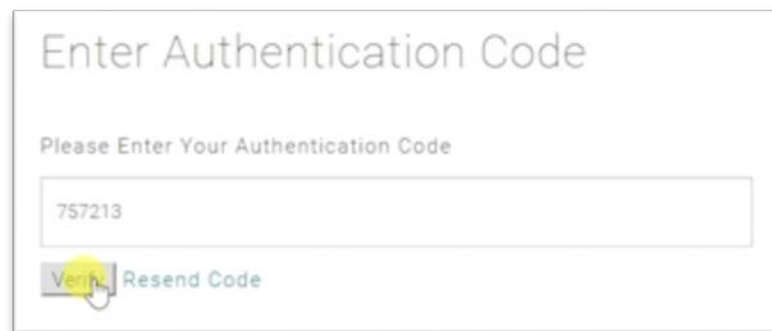
Text Message

SUBMIT

This screenshot shows a web form titled "Send Authentication Code". Below the title is a prompt: "Select where you would like the authentication code sent." There is a dropdown menu with "Text Message" selected and a downward arrow on the right. Below the dropdown is a brown "SUBMIT" button. A yellow circle highlights the "SUBMIT" button, with a mouse cursor icon pointing at it.

When your user name and password are accepted you must request an authentication code be sent by text or email. You must have entered a text-enabled cell phone number during registration to receive your authentication code by text. If you select email, the authentication code will be sent to the email you entered during account registration. If you did not put the CPNW email addresses in your contact list, as directed in the first step, check your junk mail for the authentication code.

10b



Enter Authentication Code

Please Enter Your Authentication Code

757213

Verify Resend Code

This screenshot shows a web form titled "Enter Authentication Code". Below the title is a prompt: "Please Enter Your Authentication Code". There is a text input field containing the code "757213". Below the input field are two buttons: "Verify" and "Resend Code". A yellow circle highlights the "Verify" button, with a mouse cursor icon pointing at it.

Enter the authentication code you received and you will be taken to the next step in the registration process.

11. COMPLETE INFORMED CONSENT

11

Release

Consent for Disclosure of Personally Identifiable Information

Effective upon submission of this Consent, I hereby authorize Clinical Placement Consortium #1 aka Clinical Placements Northwest ("CPNW") to disclose and provide my personally identifiable information as provided in this Authorization. The personally identifiable information subject to this authorization ("PII") includes any and all personally identifiable information I have provided or uploaded to CPNW's Services. My personally identifiable information may include my contact information and demographic information by educational affiliation, including but not limited to my education level, degree program, and field of study.

By checking the box below and clicking "I agree", I consent to Clinical Placements Northwest sharing with clinical agencies and clinical placement coordinators my records. Items that may be shared include copies of documentation relating to my immunizations, history of infectious diseases, vital levels, background checks, personal identity, including student ID number, nursing skills check off lists, and results of on-line learning modules (competency assessments on such topics as compliance requirements, patient confidentiality, HIPAA/OS, and universal infectious disease precautions).

I AGREE

RECORD CONSENT

Read and accept the informed consent. To accept you must check the box and click the button.

12. COMPLETE YOUR USER PROFILE

12

My Profile

Clinical Placement Organizations depend on the information you provide to meet legal and regulatory requirements during the clinical placement experience. A failure to provide true, accurate or complete information, or a false certification of amount completed at a point in the clinical placement process, may result in loss of a placement or other negative consequences. An enhancement to existing contracts as described in Clinical Privacy and Terms of Use policies.

First Name *

Last Name *

MI *

Email *

Alternate Email *

Phone *

Student/Company ID *

School *

Region *

Emergency Contact Name *

Emergency Contact Phone *

Home/Work Address *

City *

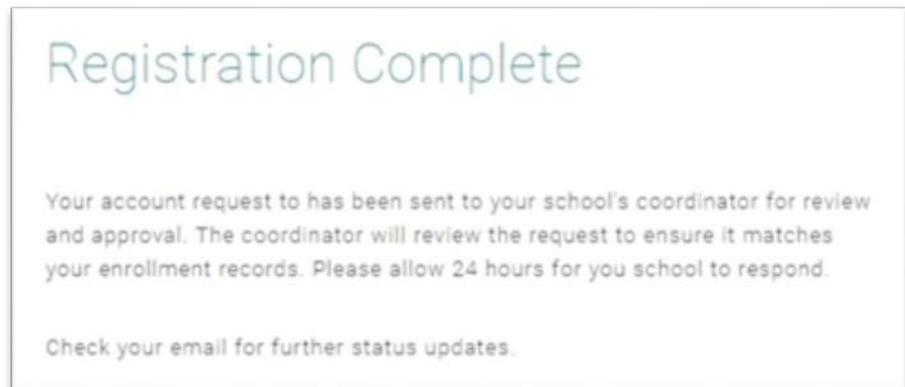
State *

Zip *

Complete all required fields on the profile page. All of this information will be encrypted when it is stored in the database. Click the button to submit your profile. This completes the registration process.

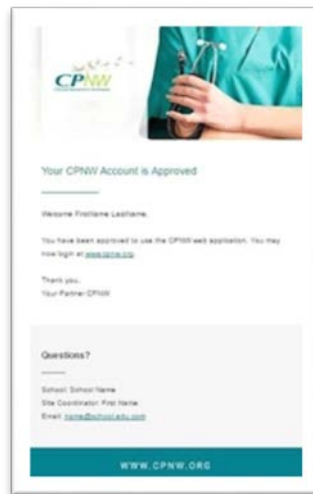
13. SUBMIT PROFILE TO COMPLETE REGISTRATION

13



When your application is successfully submitted you will be shown the confirmation page on above. You will also receive a confirmation email similar to the one shown below.

13a



Your account request has now gone to your school's CPNW Account Coordinator for approval.

Your enrollment or employment status will be verified, as well as your organization ID number (student/faculty/employee) and name.

Do not expect an instant response. Allow 24 hours for your school to respond.

14. ACCOUNT APPROVAL

14



When your account is approved you will receive an email similar to the one above.

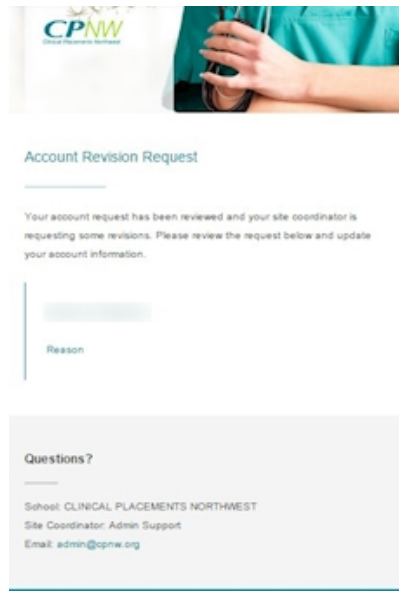
14a



If you are responsible for payment of your subscription fee, your account approval message will include a link to make your payment. Follow the directions in the message. Login to your account and you will be taken to a payment link. Complete your payment and your account access will start immediately.

15. ACCOUNT REVISION REQUEST

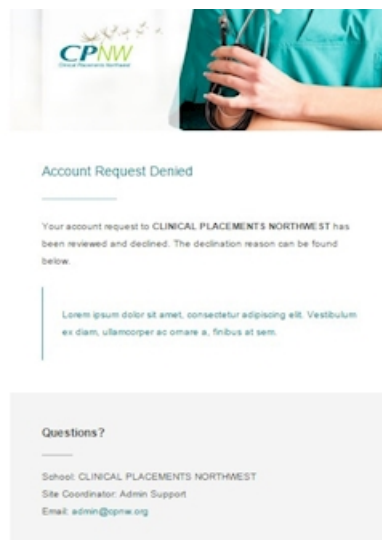
15



You may receive an account correction request prior to account approval. To avoid this, make sure you have correctly entered your student/faculty/employee id and that the name you are using matches school records.

16. ACCOUNT DENIAL

16



If you have requested an account with the wrong school, program or email address, your account request will be declined and you must start the process over with the correct information.