## 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., ~ *! - ^)
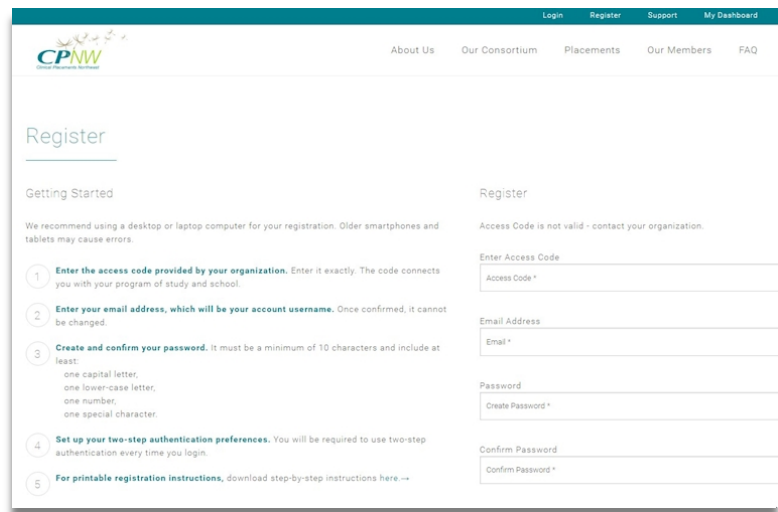
2. NAVIGATE TO REGISTRATION PAGE
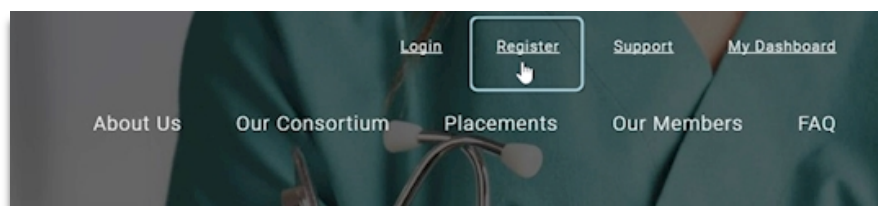
Go to www.cpnw.org and use the registration link in the top right hand corner of your screen to find the registration page.

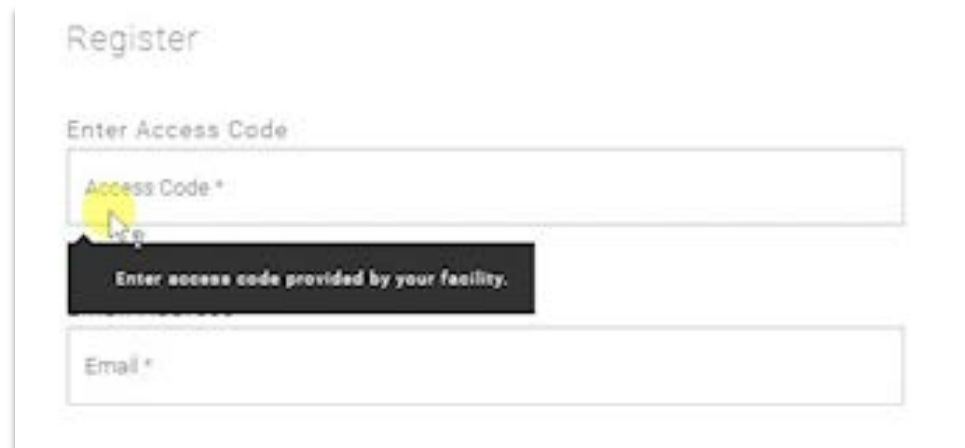## 3. REVIEW THE FORM AND INSTRUCTIONS

3

Read the entire registration form before you begin.

4. ENTER YOUR ACCESS CODE

4

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.

4a

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.
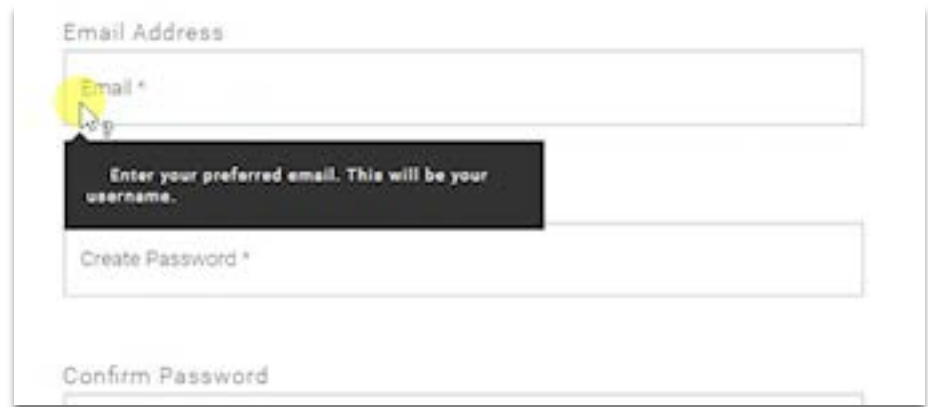
4b

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
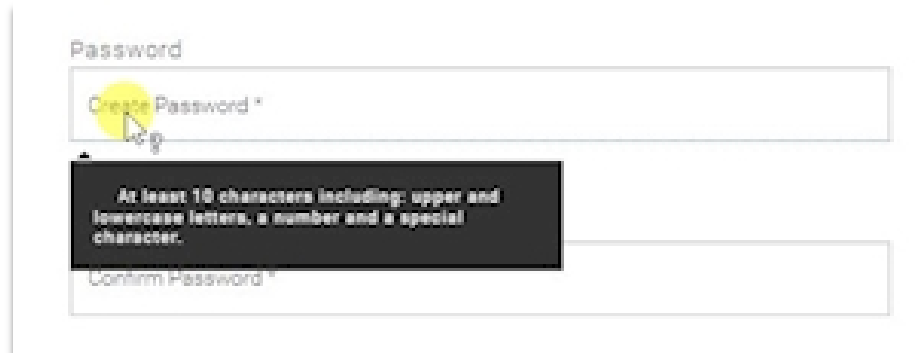

Use the tab key to move to the email address box. *The email address you enter will become your permanent user name and cannot be changed.* Be sure to check your school's instructions for email address requirements. Some schools do require the use of a student/faculty email for CPNW accounts.

Hit TAB to move to the Create Password box.

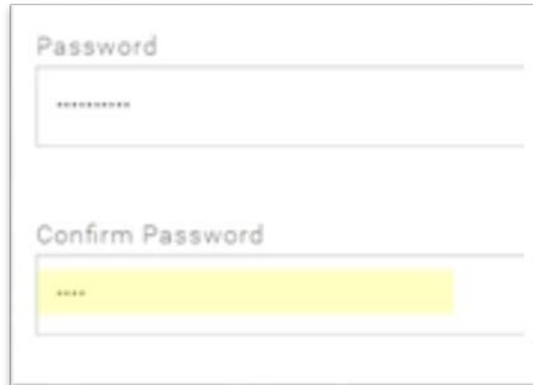## 6. ENTER YOUR 10-CHARACTER PASSWORD

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

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

7. CONFIGURE TWO-STEP AUTHENTICATION
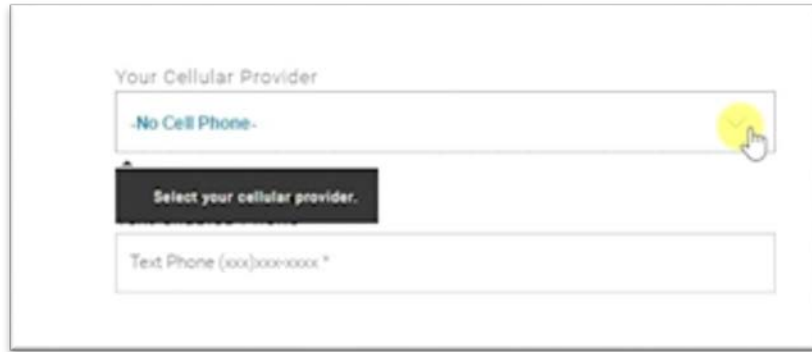
7

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

Your Cellular Provider

-No Cell Phone-

Select your cellular provider.

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)*
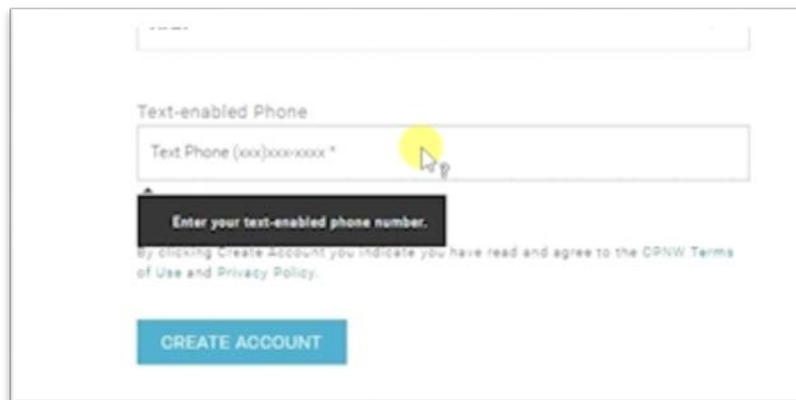
7b

-No Cell Phone-

-No Cell Phone-
AT&T
Cingular (Now AT&T)
Clearnet
Comcast
Nextel
Qwest
Sprint

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

7c

Text-enabled Phone

Text Phone (xxx)xxx-xxxx *

Enter your text-enabled phone number.

By clicking Create Account you indicate you have read and agree to the CPNW Terms of Use and Privacy Policy.

CREATE ACCOUNT

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

8. SUBMIT YOUR REGISTRATION FORM

8

By clicking Create Account you indicate you have read and agree to the CPNW Terms of Use and Privacy Policy.
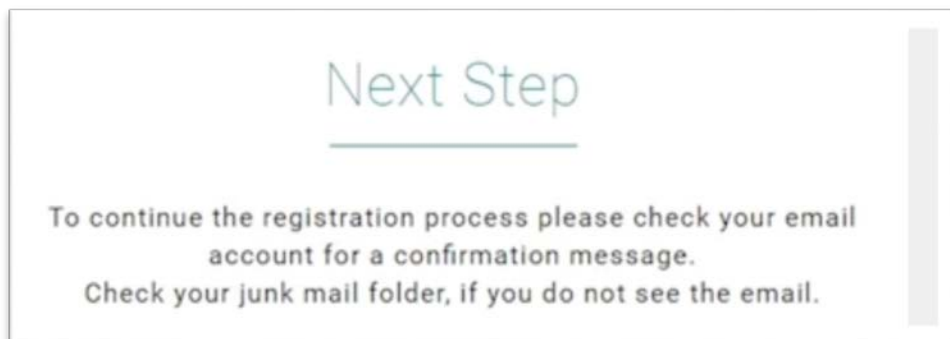
CREATE ACCOUNT

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

Next Step

To continue the registration process please check your email account for a confirmation message.
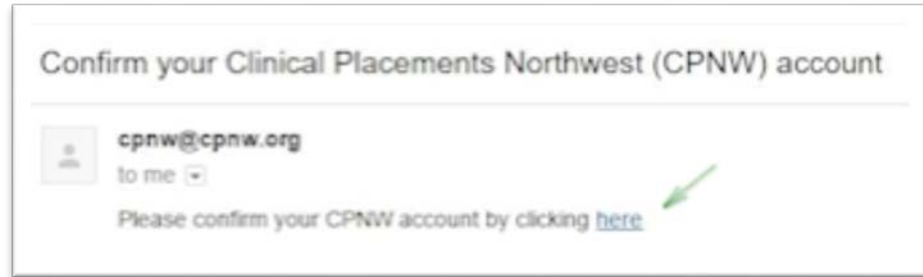Check your junk mail folder, if you do not see the email.

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

9a

Confirm your Clinical Placements Northwest (CPNW) account

cpnw@cpnw.org
to me

Please confirm your CPNW account by clicking here

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.
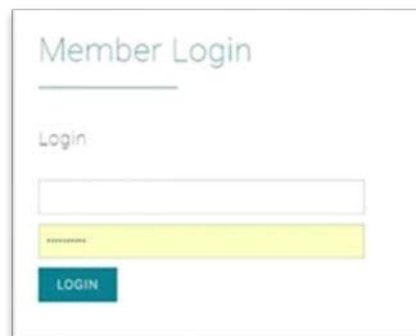
9b

Email Confirmed.

Thank you confirming your email.

COMPLETE REGISTRATION
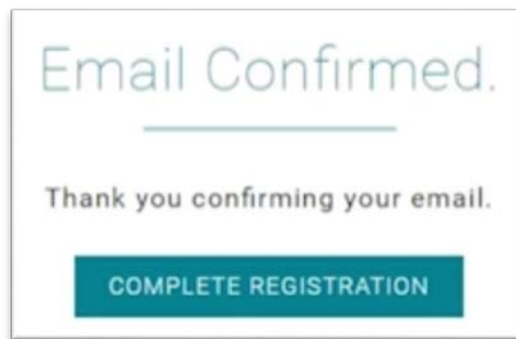
When you click "complete registration" you will be taken to the login form to log into the CPNW application with your new username and password.
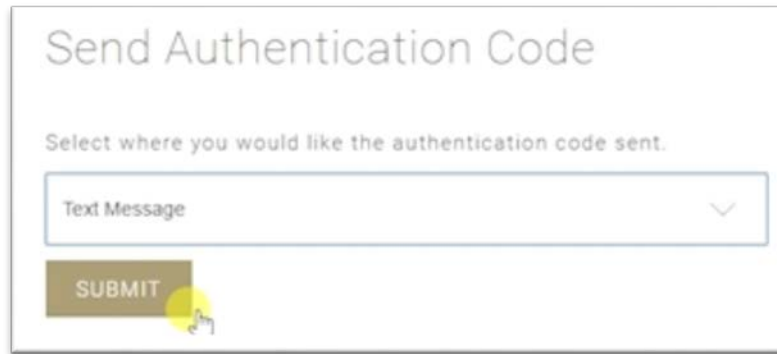
10. LOGIN TO YOUR ACCOUNT

10

Member Login

Login

LOGIN

Login with the username and password you just confirmed.

10a

Send Authentication Code

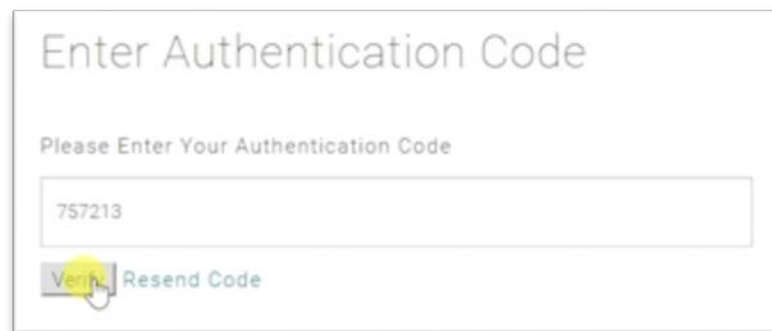Select where you would like the authentication code sent.

Text Message

SUBMIT

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

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

11. COMPLETE INFORMED CONSENT

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

12. COMPLETE YOUR USER PROFILE
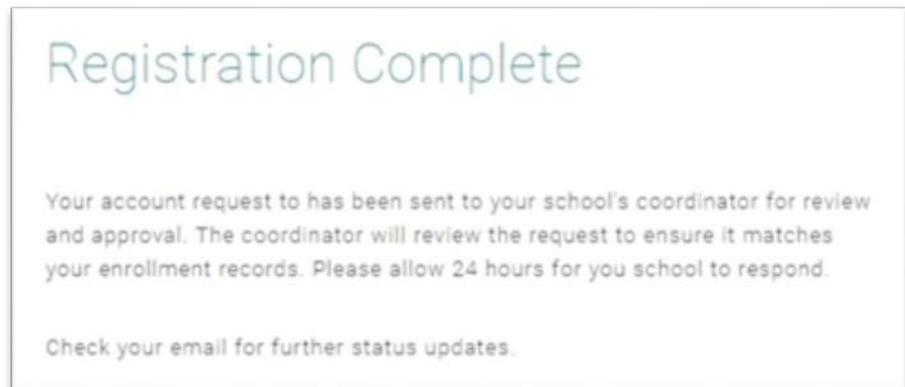

Complete all required fields on the profile page. All of this information will be encrypted when it is stored in the database. Click the button to submit your profile. This completes the registration process.

13. SUBMIT PROFILE TO COMPLETE REGISTRATION

13

Registration Complete

Your account request to has been sent to your school's coordinator for review and approval. The coordinator will review the request to ensure it matches your enrollment records. Please allow 24 hours for you school to respond.

Check your email for further status updates.

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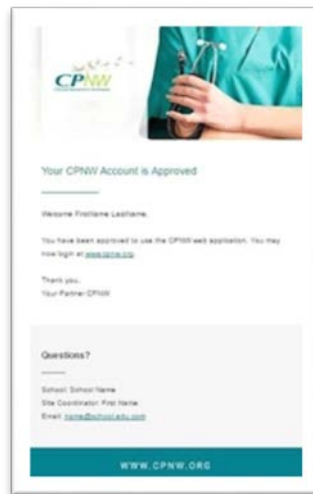
Your account request has now gone to your school's CPNW Account Coordinator for approval.

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.
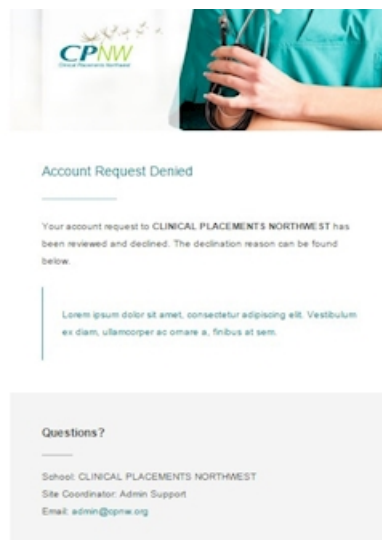
15. ACCOUNT REVISION REQUEST

15
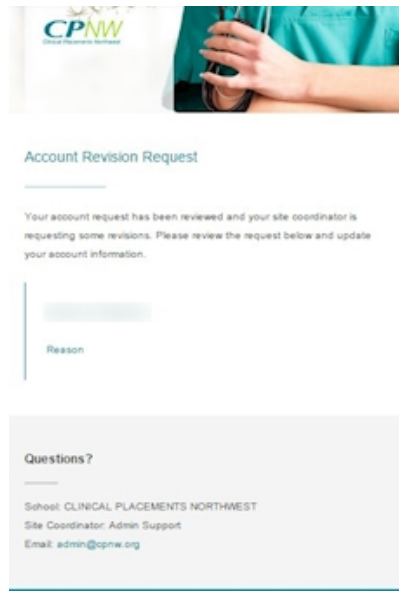
You may receive an account correction request prior to account approval.   To avoid this, make sure you have correctly entered your student/faculty/employee id and that the name you are using matches school records.

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.