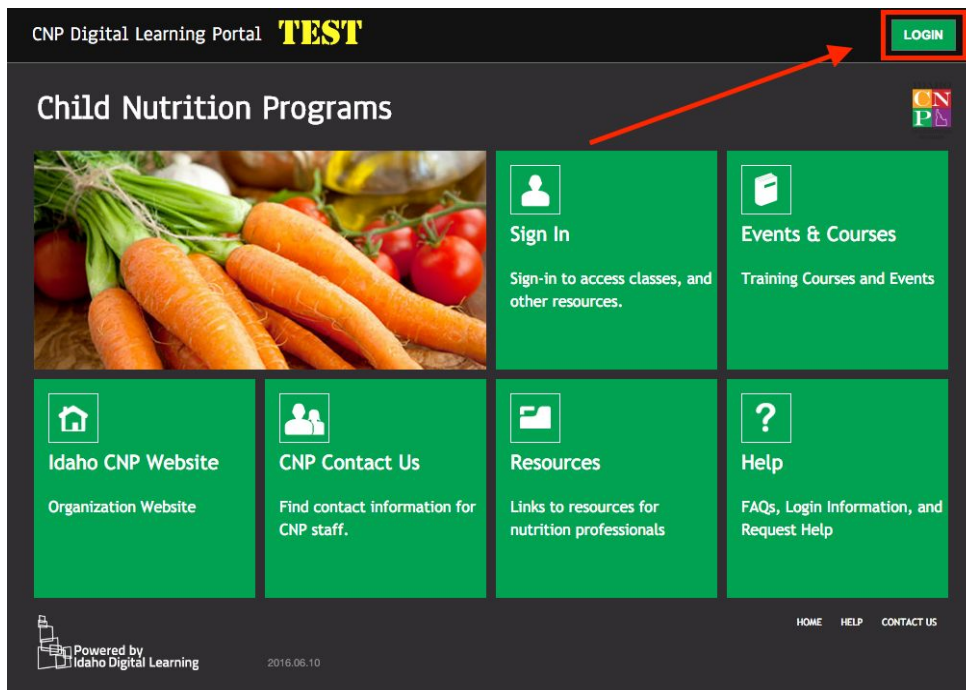


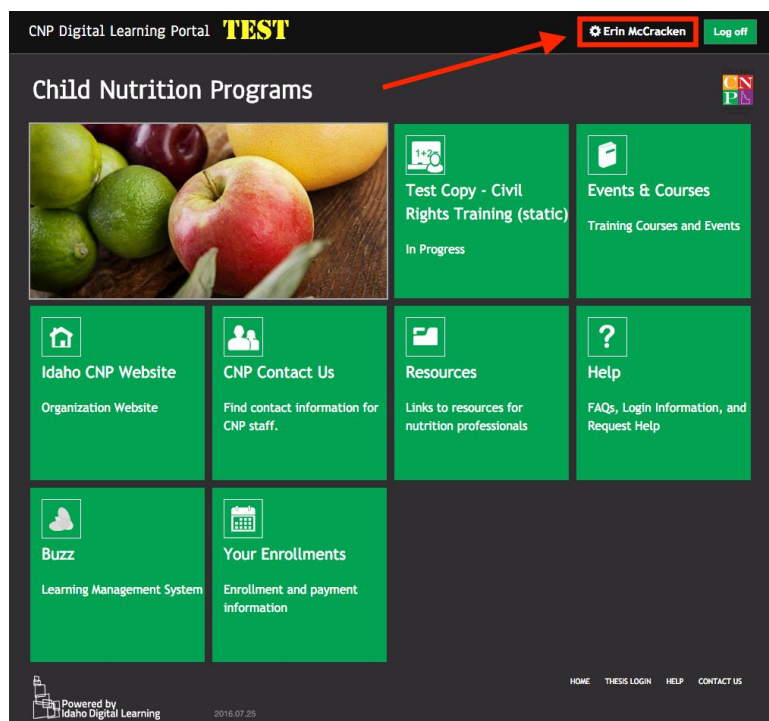
How to access your class through your CNP Training Portal Account

Log in to the CNP Training Portal by going to <http://sde.idaho.gov/cnp/resource-center.html> and clicking on the CNP Training Portal button.

1. Once you have registered for a course, a tile block will show up when you are logged into the CNP Portal. To access your course, please log in by clicking the “LOGIN” button at the top, left corner of the homepage.



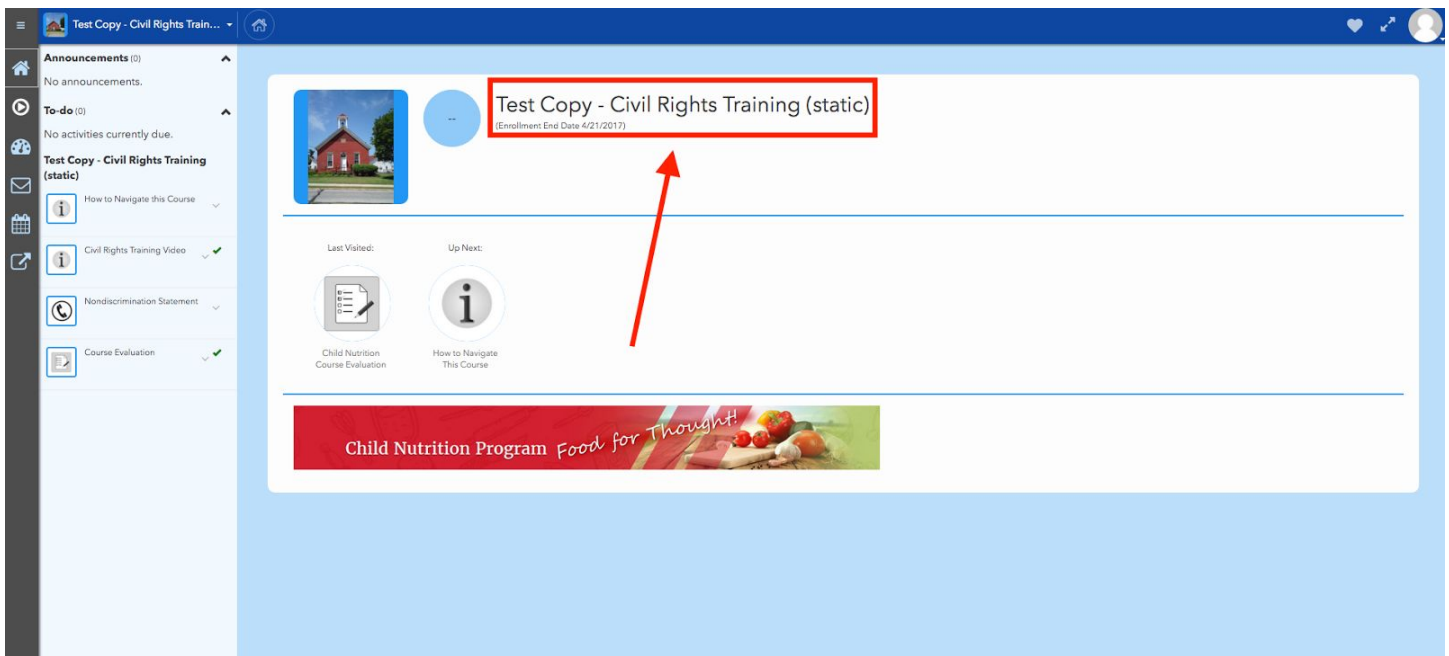
2. You will know you are logged in when you see your name in the upper right hand corner. The “LOGIN” button you clicked in step #1, will now say “Log off”.



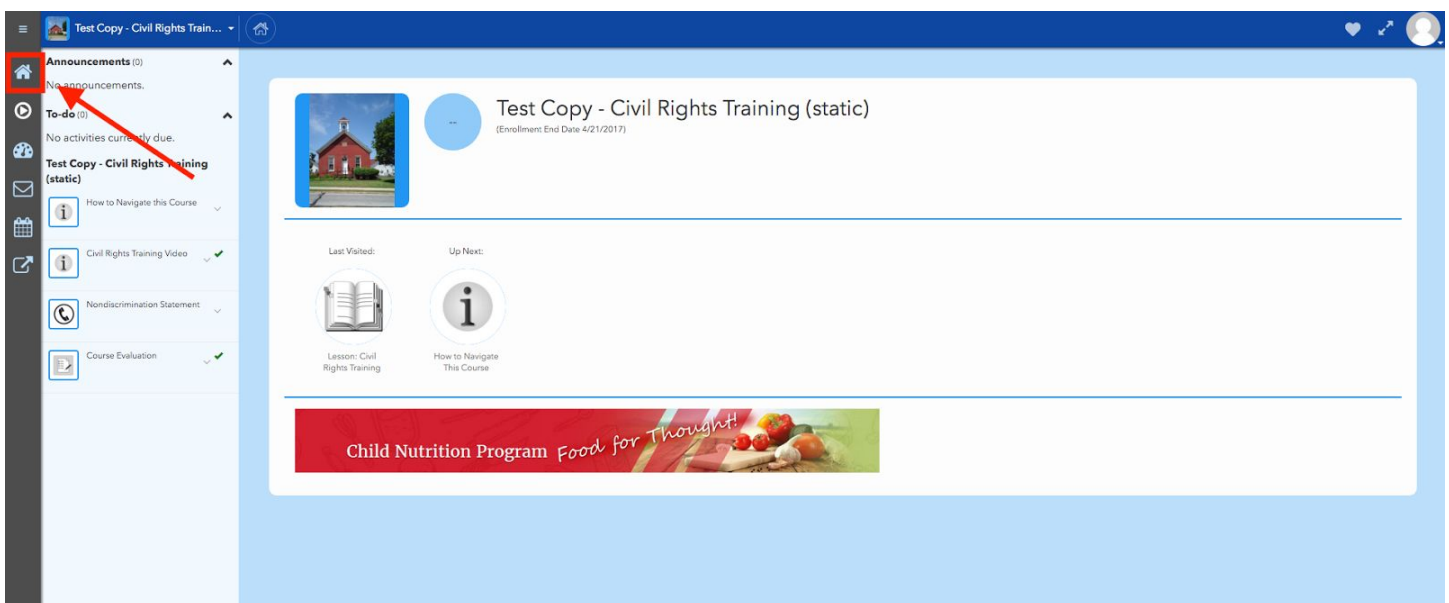
3. You will see a tile block that has the title of the course you registered for. When you drag your mouse over this tile, it will turn orange and directions saying “Click to Attend Class” will appear. Click this directive.

The screenshot displays the CNP Digital Learning Portal interface. At the top, the header includes "CNP Digital Learning Portal" and a large "TEST" button. The user's name, "Erin McCracken", and a "Log off" button are visible in the top right. The main heading is "Child Nutrition Programs" with a corresponding logo. A large image of fresh vegetables is on the left. The central focus is a grid of tiles. One tile, titled "Test Copy - Civil Rights Training (static)", is highlighted in orange and contains a "Click to Attend Class" button with a right-pointing arrow. A red box and arrow point to this button. Other tiles include "Events & Courses", "Idaho CNP Website", "CNP Contact Us", "Resources", "Help", "Buzz", and "Your Enrollments". The footer contains navigation links (HOME, THESIS LOGIN, HELP, CONTACT US), a logo for "Powered by Idaho Digital Learning", and the date "2016.07.25".

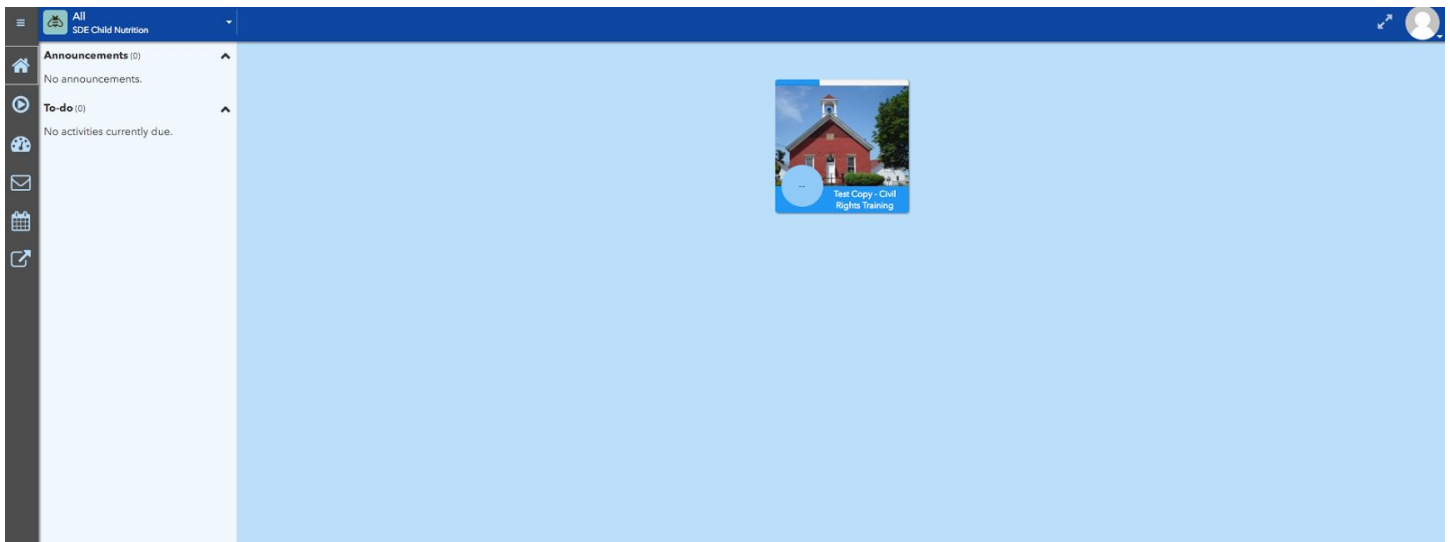
4. A new window will open and take you to Buzz, the online learning management system which is where your course is housed. The title of the course will appear in the middle of the screen.



5. You are responsible for all activities listed in the course. You must complete these before you will receive confirmation that you have completed the course and can print a Certificate of Completion. You can access all your courses from this window by clicking the “Home” button on the left hand sidebar.

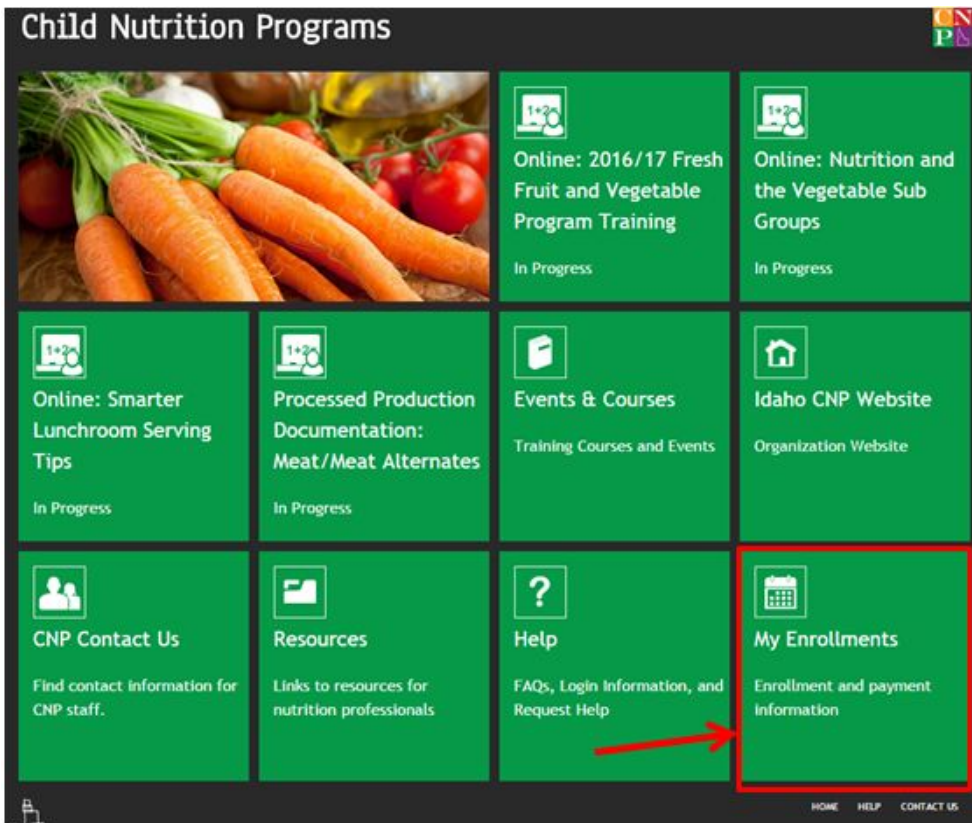


6. Once you click the “Home” button in Buzz, you will be taken to a screen like below.

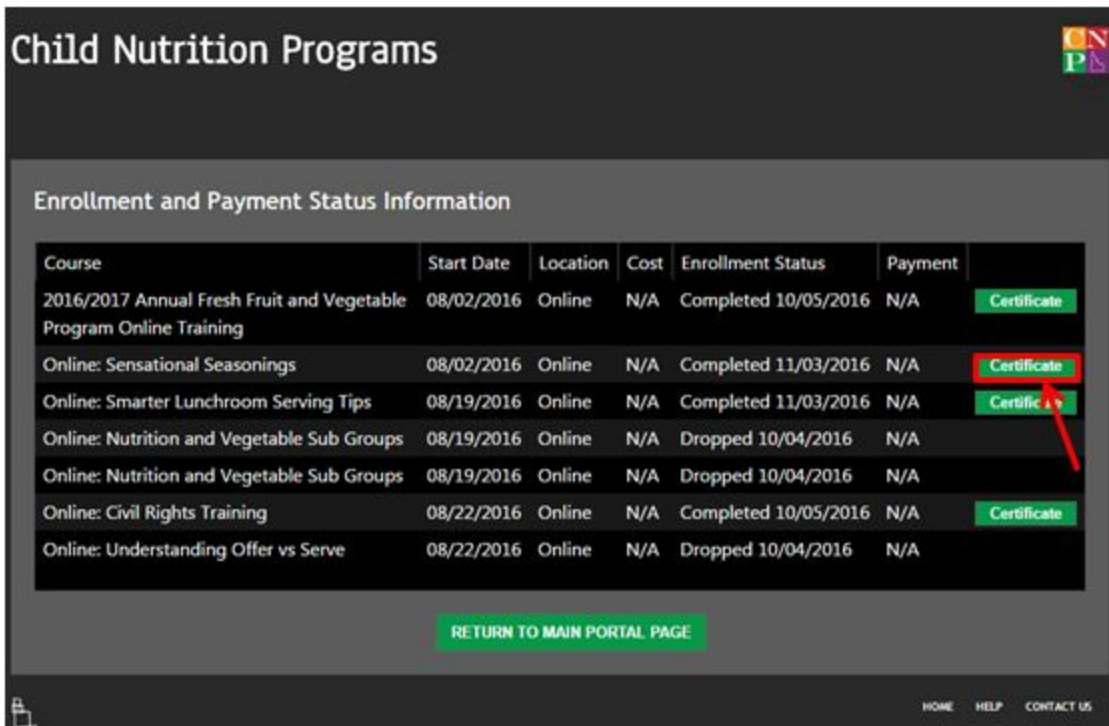


7. Don't forget to close the Buzz window when you are finished.

The record of your completed course is maintained in your portal account in the “My Enrollments” tile.



Twenty four hours after you have completed a course, a “Certificate” button will appear next to the course name listed in your “My Enrollments” tile:



The screenshot displays the 'Child Nutrition Programs' portal. At the top right is a logo with the letters 'C', 'N', and 'P' in colored boxes. Below the title is a section titled 'Enrollment and Payment Status Information' containing a table with the following data:

Course	Start Date	Location	Cost	Enrollment Status	Payment	
2016/2017 Annual Fresh Fruit and Vegetable Program Online Training	08/02/2016	Online	N/A	Completed 10/05/2016	N/A	Certificate
Online: Sensational Seasonings	08/02/2016	Online	N/A	Completed 11/03/2016	N/A	Certificate
Online: Smarter Lunchroom Serving Tips	08/19/2016	Online	N/A	Completed 11/03/2016	N/A	Certificate
Online: Nutrition and Vegetable Sub Groups	08/19/2016	Online	N/A	Dropped 10/04/2016	N/A	
Online: Nutrition and Vegetable Sub Groups	08/19/2016	Online	N/A	Dropped 10/04/2016	N/A	
Online: Civil Rights Training	08/22/2016	Online	N/A	Completed 10/05/2016	N/A	Certificate
Online: Understanding Offer vs Serve	08/22/2016	Online	N/A	Dropped 10/04/2016	N/A	

Below the table is a green button labeled 'RETURN TO MAIN PORTAL PAGE'. At the bottom right, there are links for 'HOME', 'HELP', and 'CONTACT US'. A red arrow points to the 'Certificate' button for the 'Online: Sensational Seasonings' course.

Clicking on the “Certificate” button will provide you with a Certificate of Completion for that course.

Also, once you have completed a course and the “Certificate” button appears, the course tile will be removed from your portal account.