

WELCOME to CNP's Training Portal!

The CNP Training Portal is the Idaho Child Nutrition Programs' new training system. Through the portal, CNP sponsors and their personnel can register and take online courses and register to attend in-person trainings.


To use the portal, all users must create an account using a valid email address. To verify that the person setting up the account is an employee of a district or organization participating in Child Nutrition Programs in Idaho, all new accounts will be sent to a designated Approver for each Idaho CNP sponsor district or organization. This Approver will approve or deny a user's request to create an account in the portal. Below are instructions for how to create an account in the CNP Training Portal and have it sent for approval. **We recommend NOT using Internet Explorer to create an account in CNP's Training Portal.**

1. Go to the CNP Resource Center at: <http://sde.idaho.gov/cnp/resource-center.html> and click on the CNP Training Portal link.
2. At the CNP Training Portal home page click the "Log in" button at the top, right corner of the screen.


CNP Digital Learning Portal

LOGIN


Child Nutrition Programs




Events & Courses
Training Courses and Events




Sign In
Sign-in to access classes, and other resources.




Idaho CNP Website
Organization Website



CNP Contact Us
Find contact information for CNP staff.



Resources
Links to resources for nutrition professionals



Help
FAQs, Login Information, and Request Help

HOME HELP CONTACT US

Powered by Idaho Digital Learning 2016.10.21

3. On the next screen, select the “Setup Portal Account” button, toward the bottom, left of the screen.

Child Nutrition Programs

Choose how you wish to log in.

Log in with a different account:

Log in with your portal account:

Username: (Required)

Password: (Required)

LOGIN Remember me?

[Forgot your username/password?](#)

First time portal user? Setup your account.

SETUP PORTAL ACCOUNT

4. This will take you to a screen where you will need to identify the type of account you wish to create. You may choose your google mail address or create a personal portal account with another email.
 - a. For further details, please read the description of each account to determine which will be best for you. **Please be aware that using Google will modify your instructions later on. You will NOT wait for a verification email, you will notify your approver once you complete these instructions.**

Child Nutrition Programs

Account Setup Process

Getting Started Account Type Contact Information Finish

Please choose how you wish to login to the portal. This will also affect how your account will be to be verified.

Use Your Google Account
Choose this option if you have an existing Google account that you wish to use. For district accounts, choose this if your district uses Google Apps and you have a district email account.

Create A Local Portal Account
Choose this option if your district uses something else for email or to create a personal account.


Cancel Next


5. You will then need to identify whether you are affiliated with an Idaho school district or an organization associated with CNP. Please choose the appropriate option.
 - a. If you work at a school district in Idaho, you are considered an Educator/ District Staff.
 - b. If you work for an organization, not a school, you are considered a Non-District Staff/Other.

Account Setup Process

Getting Started **Account Type** Contact Information Finish

Please choose which type of account you will need.

 **Educator / District Staff**
Teachers, principals, and other district staff.

 **Non-District Staff / Other**
Non-district staff.

Cancel Previous Next

6. The next screen will be where you fill out your personal information to identify yourself within the portal. Please fill in all required information:
- a. First Name
 - b. Last Name
 - c. Phone Number
 - d. Zipcode
 - e. Email- make sure you can access this email, as you will need it later on to verify your account.

Account Setup Process

Getting Started > Account Type > **Contact Information** > Finish

Please enter your contact information below.

When setting up a local account, you will also be prompted to supply a password. In cases where you are using an external identity provider such as Google or Microsoft, your email address will be pre-set and may not be changed.

Title: First Name: * (Required) Middle Name: Last Name: * (Required)

Preferred Telephone Number: * (Required) ext. Alternate Telephone Number: ext.

Allow Text Messages Allow Text Messages

Zip code: * (Required)

Email: * (Required)



7. **Using the information you gathered in step #1**, you will enter a username and password for your account. (If you chose to use Google in step #4a, your username is defaulted to your email. Please keep this information with you for future reference.) **Depending on which choice you made in step #5, you will be asked to either:**
- identify the **District and School** you are affiliated with from the dropdown menus provided.


Account Setup Process


Getting Started > Account Type > Contact Information > **Finish**


Some final information is required before your new account is created.

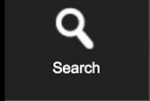
For local portal accounts, you must choose a login username and password.

 Username: * 

Password: *  Re-type password: *

 Please choose your district and school or your organization and site. If you are not able to find your association, try the search feature for a full text search with optional county filtering. In the case you are still unable to find your association, please contact support using the links at the bottom of the page.

 District:

 School:

You will be asked to first identify your district, then the specific school you are affiliated within that district. If you are a district office employee, please select your district as normal, and choose *Not Applicable* for your school.

OR



- b. identify the **Organization and Site (using the information you gathered in step #1)** you are affiliated with using the dropdowns provided. If you are an organization office employee, please select your organization and choose “Not Applicable” for your site.


Account Setup Process


Getting Started > Account Type > Contact Information > **Finish**


Some final information is required before your new account is created.


For local portal accounts, you must choose a login username and password.

 Username: * 

Password: *  Re-type password: *

 District/School

 Org/Sponsor/Gov

 Search

Please choose your district and school or your organization and site. If you are not able to find your association, try the search feature for a full text search with optional county filtering. In the case you are still unable to find your association, please contact support using the links at the bottom of the page.

Organization:

Site/Location:

- c. If you are having trouble finding your school or organization, please choose the search function. By default, it filters the drop down by the zipcode you gave in the previous step. You may turn this option off by clicking the blue check mark. You can use the text box to start typing your school or site name and it will pull all entries with that text. Then, choose from the dropdown options.

Account Setup Process

Getting Started > Account Type > Contact Information > **Finish**

Some final information is required before your new account is created.

For local portal accounts, you must choose a login username and password.

Username: *

Password: * Re-type password: *

District/School

Org/Sponsor/Gov

Please choose your district and school or your organization and site. If you are not able to find your association, try the search feature for a full text search with optional county filtering. In the case you are still unable to find your association, please contact support using the links at the bottom of the page.

Search:

Filter by my county

8. Click Finish when you are done and **an email verification** will be sent to the email you provided. You **MUST** respond to this email to complete the account setup process.
 - a. Open the email in the account you used in this process. Inside the email you will see a “click this link” button. Please click that link.
9. If you used a **Google account in step 4, you WILL NOT receive an email verification.** Please notify the approver of your district or organization that you have created an account and it is waiting to be confirmed.
10. The last step will be to get your account confirmed. Once your account is confirmed you will be granted full access to the site. (Note: The account confirmation does not require you to do anything more.)