



Child Nutrition Programs

Training Portal Tutorial-Navigating Training Calendar

Welcome to the Idaho Child Nutrition Programs (CNP) Training Portal Tutorial highlighting the new calendar feature for listing in-person courses. This feature became available on March 27, 2018.

To access the new calendar feature, log in to the CNP Training Portal. The CNP Training Portal is located on the Idaho Child Nutrition Programs website in the Resource Center located here.

This view shows the CNP Training Portal home page for someone who has logged into their portal account.

Once you are at your portal account home page, select the Events and Courses tile.

For in-person courses only, there is a new calendar feature that can be used to find the course you want to register to attend. At the top right corner of the list view of courses, there are two small green boxes. The first box, if selected, will show catalog items in the list view. This is the default view. If the second box, denoted with a calendar page icon, is selected, a calendar view of in-person courses will be displayed.

Please remember – only *in-person* courses will be listed on the calendar. *Online* courses are only shown in the list view of courses.

The calendar is shown in the current month view. In this view there are no in-person courses scheduled for March 2018. To navigate to the next (or previous) month, select the arrow at the top right or left corner above the calendar.

When we navigate to April 2018 by selecting the arrow in the top right corner above the calendar, there are several in-person courses listed for the Summer Food Service Program. To

see the full title for the course, just select the day or date, and the date field will expand. To shrink the date field, just re-select the day or date.

The selections in the calendar view now provide more information, so you can quickly determine which course you want to register to attend.

When an in-person course is selected in the calendar view, a Section Details window appears that provides a description of the course, the date of the course, the time frame for the course, the city where the course will be held and how many spots are still available in the course.

When the Register button is selected in the Section Details window, a Register window appears that lists the location of the in-person course. At this point you can confirm the registration or cancel the registration. If the Confirm button is selected for the registration, a Confirm Registration window will appear and a confirmation email will be sent to you. If the Cancel button is selected, the Registration window closes.

If the "More Info" button is selected in the Section Details window, in most cases it will take you back to the catalog list view of all courses, events and digital resources. However, in some cases it will take you to additional information connected to the course.

We hope you found this tutorial helpful in navigating the new calendar feature in the CNP Training Portal.

If you have any questions, please contact the Idaho Child Nutrition Programs at 208-332-6820.

This presentation has been provided by the Idaho State Department of Education, Child Nutrition Programs. This institution is an equal opportunity provider.

Thank you for watching!

For Questions Contact

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