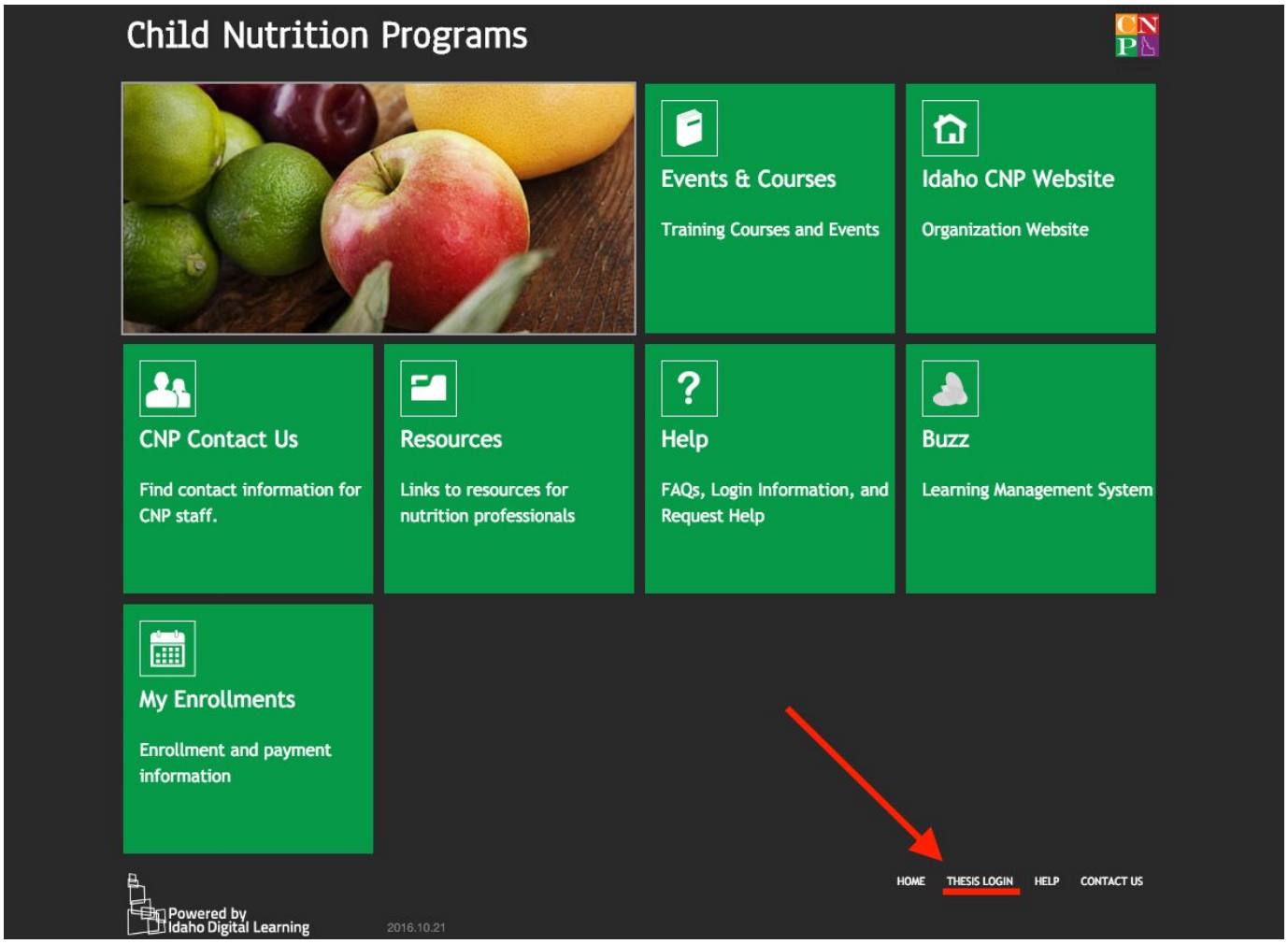
Approve Users in the CNP Training Portal

As a district or organization approver, it is part of your responsibility to give users in your district or organization, access to the CNP Training Portal. You approve employees in your district or organization, and in turn give them access to the portal to search for courses, register for courses, and attend courses.

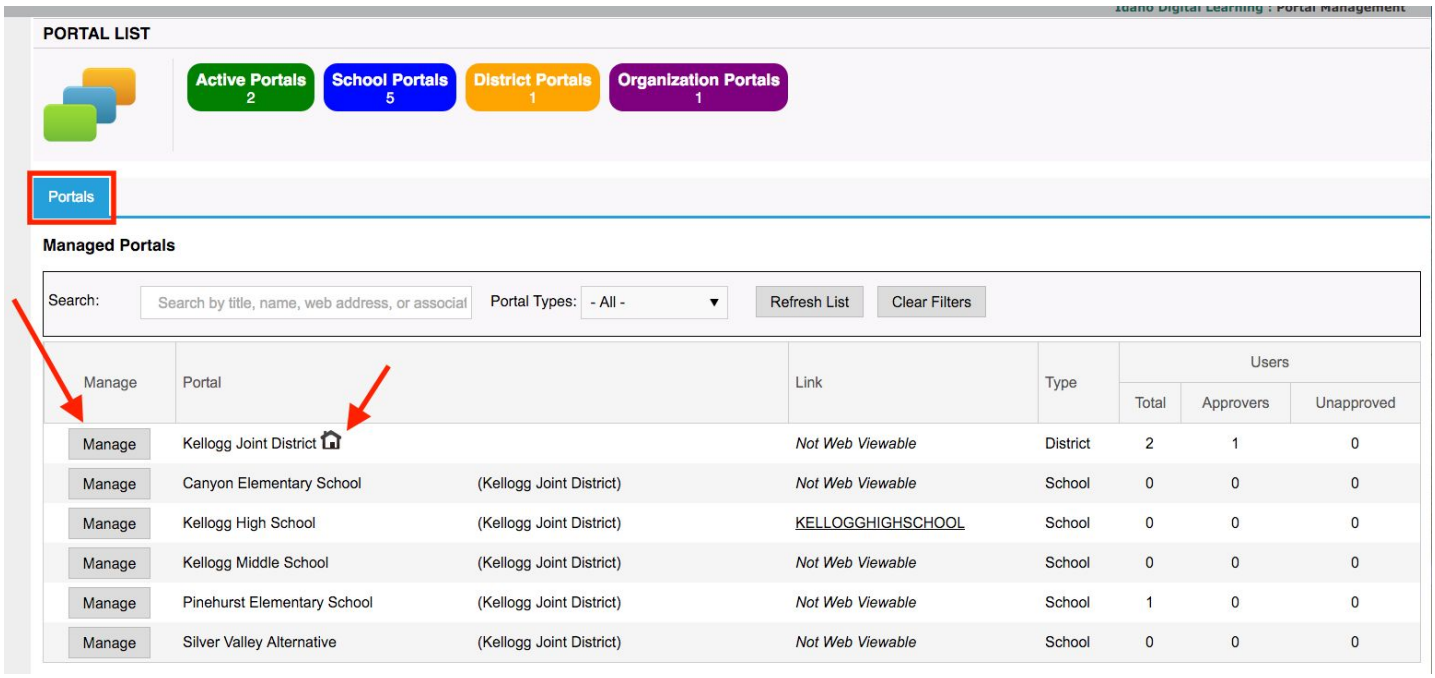
Your process requires you to log in to the CNP Training Portal by going to http://www.sde.idaho.gov/cnp/resource-center/index.html and clicking on the CNP Training Portal button. Please follow the instructions below to approve a user for the CNP Training Portal.

How to Approve Users:

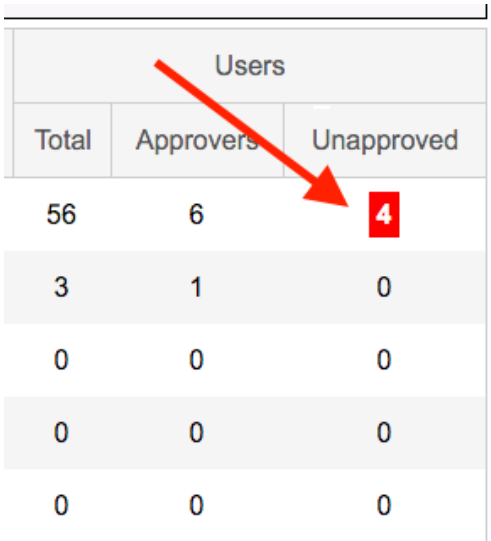
1. Log in to your CNP portal account and click the " THESIS LOGIN" button. This is on the homepage at the bottom right.



2. You will be taken to a new page that lists the portals you have approver rights to manage. There is a house icon that indicates your home portal.

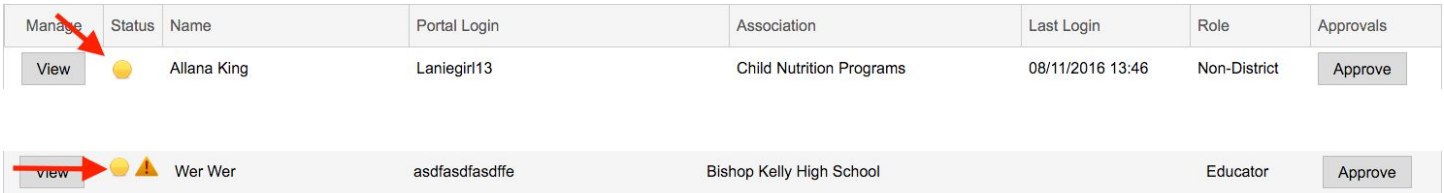
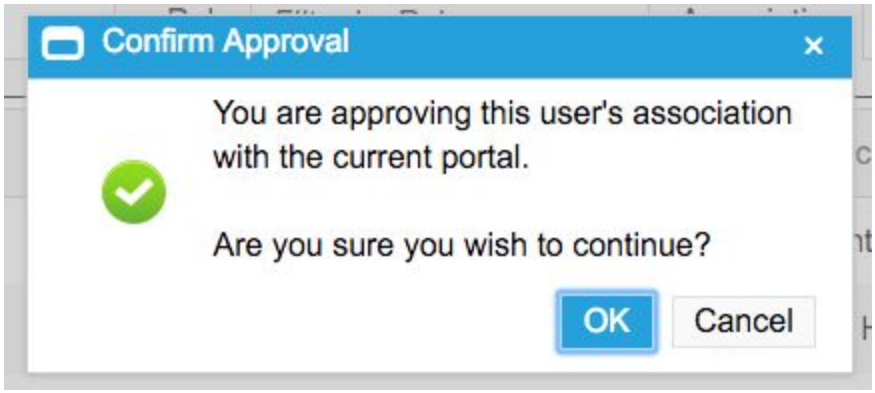


3. When a user creates an account, they will show up in the "Unapproved" column inside a red box.



a. Click the "Manage" button on the left hand side to enter the portal for users needing approval.

b. By clicking “Manage” you will be taken to a list of users, where you are able to approve your staff or employees. The status icon will tell you they are approved (Green), unapproved (Yellow), or denied (Red). You may also see a triangle with an exclamation point inside; this indicates that this particular user had not verified their email.



4. By clicking the “Approve” button on the far right, it will bring up a dialog box to make sure you want to approve this user. Click “ok” and the user will now be able to register for classes in the CNP Portal.