

Register for a Class: Online or In Person

Now that you have been approved and have access to CNP's Training Portal, you can search and register for classes. Follow the directions below to register for a class using the portal.

How to register for an online class OR an in person class

1. Go to <http://www.sde.idaho.gov/cnp/resource-center/index.html> and click on the CNP Training Portal button. Then click on the login button at the top, left corner.

CNP Digital Learning Portal

Child Nutrition Programs

LOGIN

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

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HOME HELP CONTACT US

- a. If you used your gmail account when creating an account, you will need to click on the red button with the “g+/ Google”. It is on the left side of this screen.

Choose how you wish to log in.

Log in with a different account:

g+ Google

Log in with your portal account:

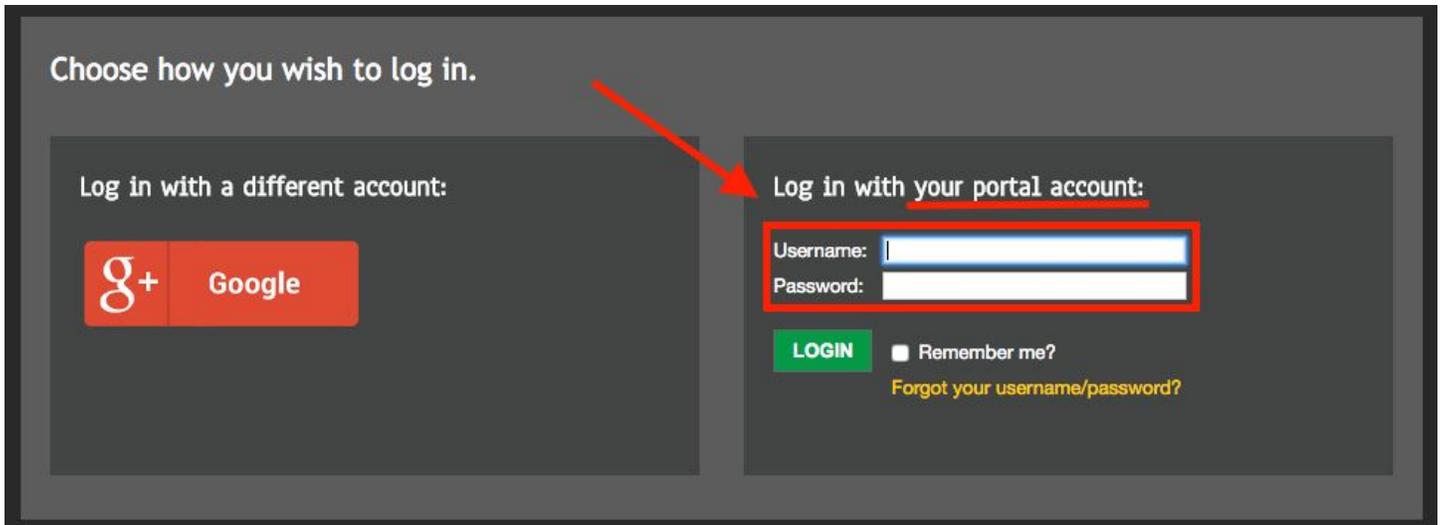
Username:

Password:

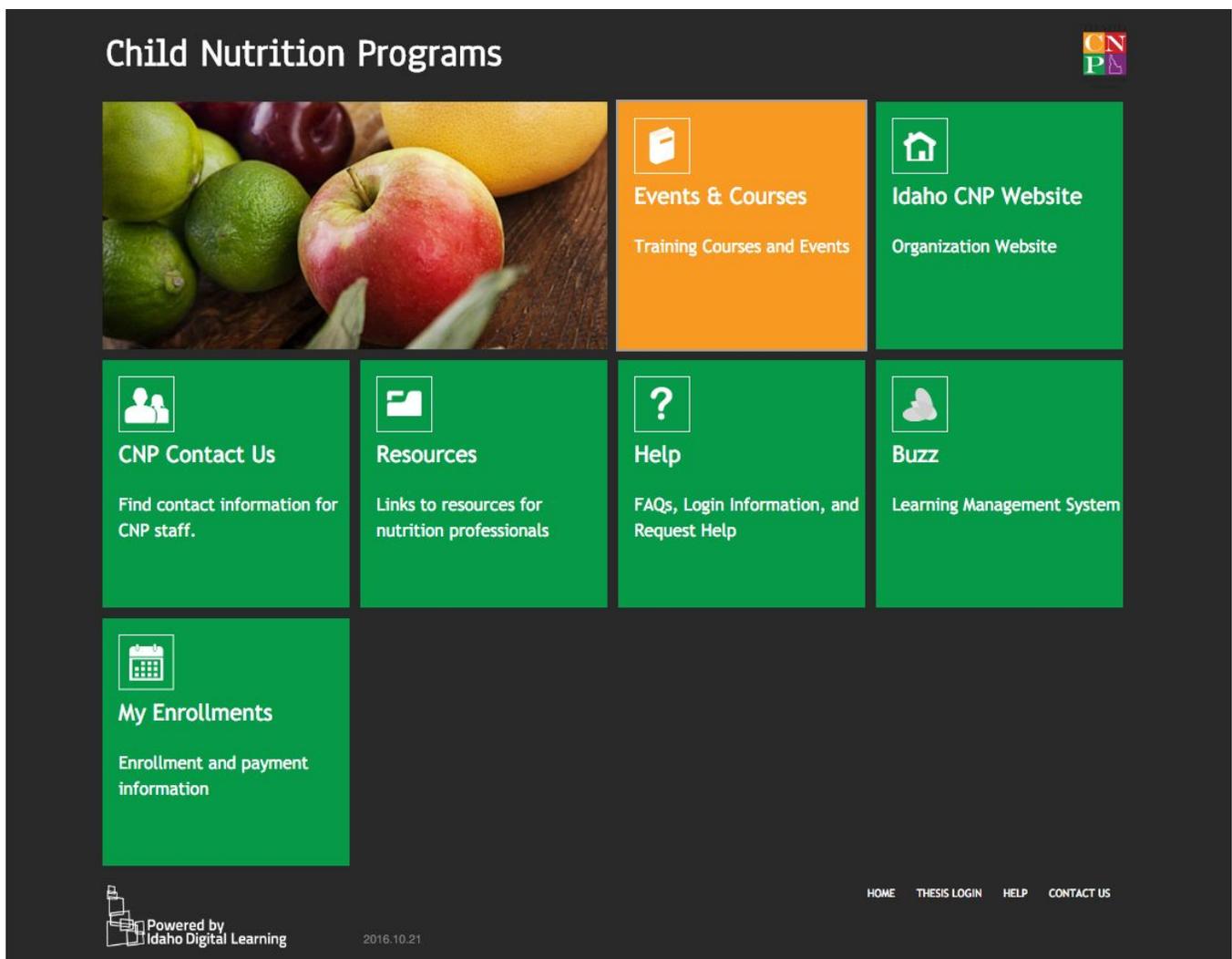
LOGIN Remember me?

[Forgot your username/password?](#)

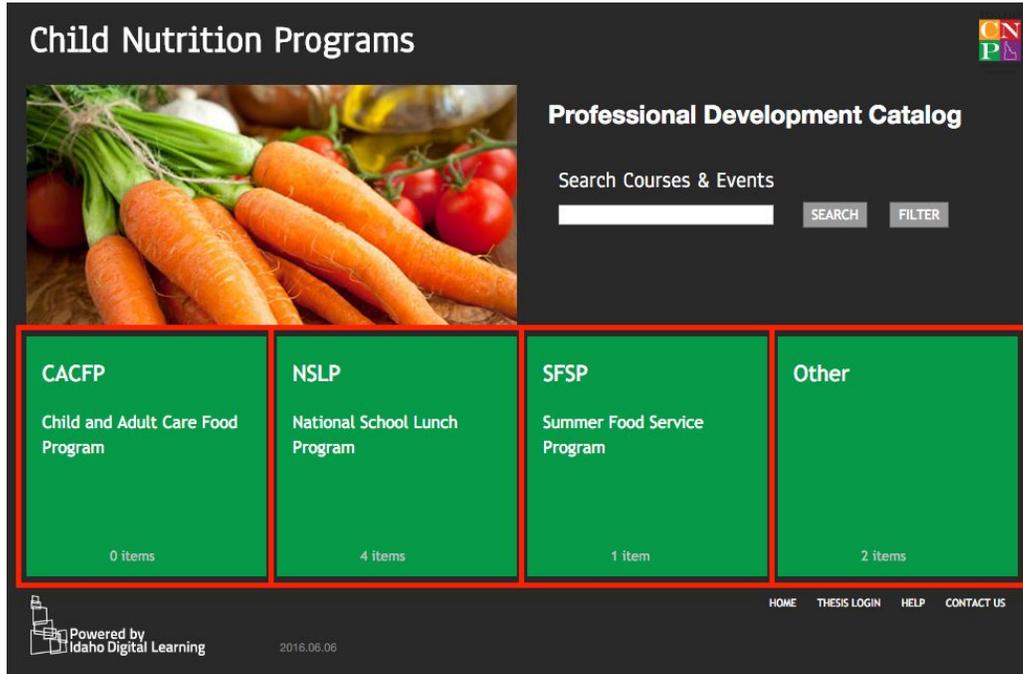
- b. If you created a local portal account when creating an account, you will put in your username and password into the blanks provided.



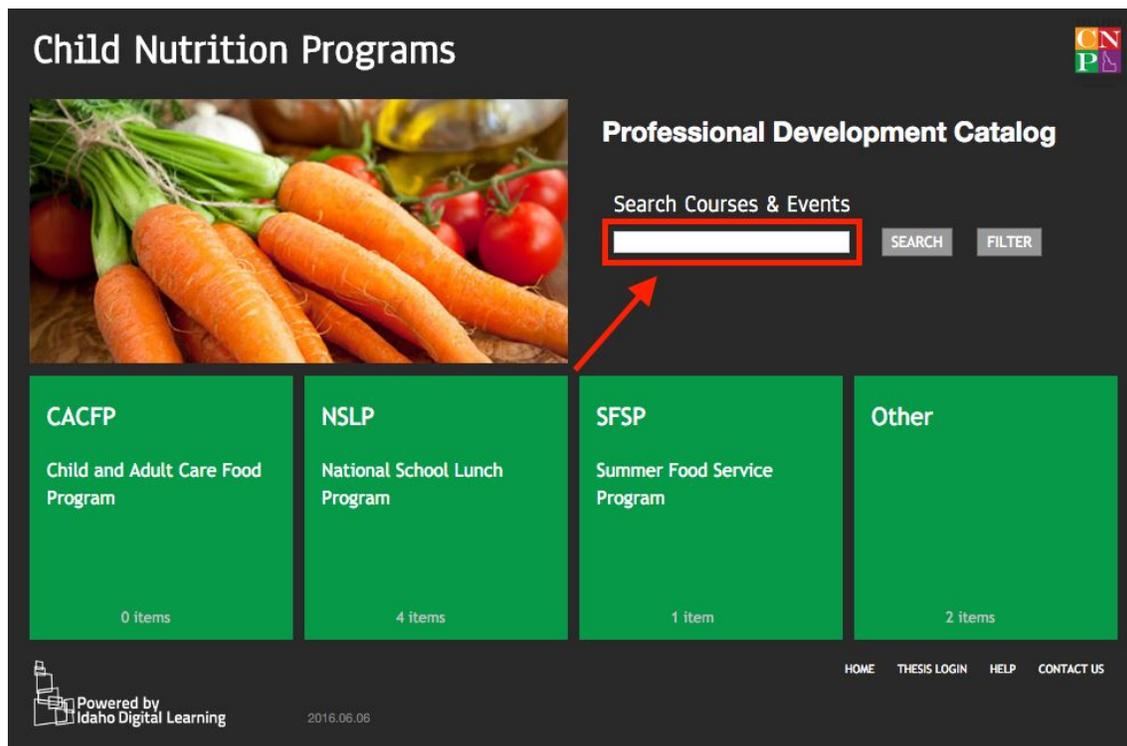
2. Once logged in and on the main CNP Training Portal Page, click on the “Events and Courses” tile. (Shown in yellow in this example.)



3. There are different ways you can navigate the course catalog.
- The tiles on the front page are divided into specific categories. You may choose a tile to see courses that deal specifically with those classifications.



- If you know the specific course you are looking for, you may enter it in the search bar, click the search button, and the course will appear for you to view.



c. You may also click the search button to see all available courses.

Child Nutrition Programs

Professional Development Catalog

Search Courses & Events

SEARCH **FILTER**

CACFP
Child and Adult Care Food Program
0 items

NSLP
National School Lunch Program
4 items

SFSP
Summer Food Service Program
1 item

Other
2 items

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4. Once you find the course you are looking for you may click the “View” button to read more information about the course, as well as register.

Child Nutrition Programs

Professional Development Catalog

Search Courses & Events

SEARCH **FILTER**

Courses & Events

Category 1

	Course/Event	Provider
View	HUSC:SL A Brief Overview	SDE
View	Introduction to School Wellness	NSLP
View	Testing- Entering Information	IDLA
View	Understanding Offer vs. Serve	SDE

Page size: 50 4 items in 1 pages

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5. When you click “View”, a dialog box will open that shows the available sections for that course.
 - a. The “Schedule” tab gives you date information, location, cost, and if there are seats still available for this offering.
 - b. The “Overview” tab gives you a description of the course.
 - c. The “Details” tab gives you information on the course provider, credits, and website links.
 - d. On the right side of the Schedule tab, you will see a green “Register” button. When you want to register for a class, click the “Register” button.

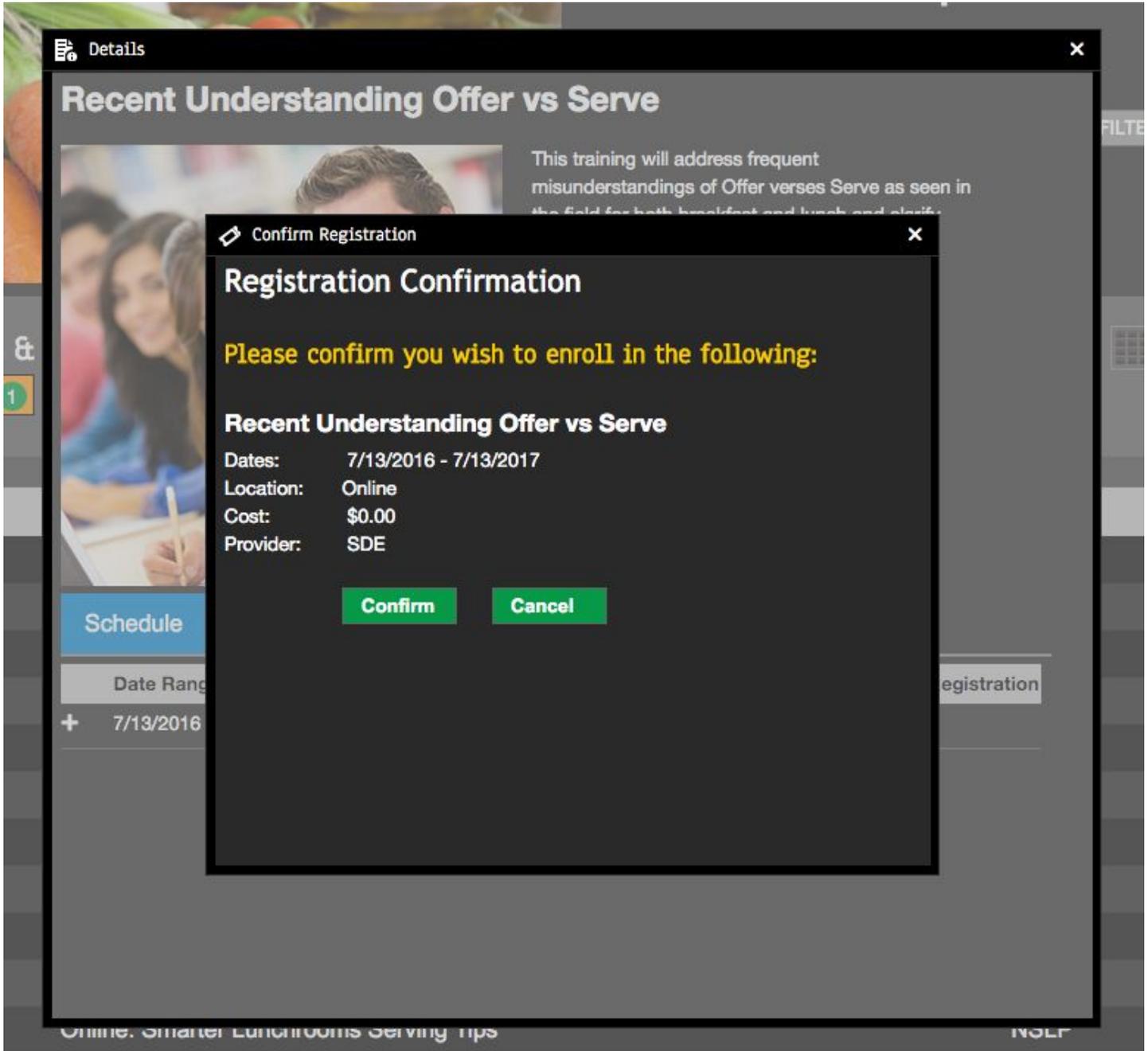
The screenshot shows a 'Professional Development Catalog' window with a 'Details' tab selected. The course title is 'Sensational Seasonings'. Below the title is a photograph of various herbs, spices, and vegetables (onions, garlic, ginger, and small white bowls containing different seasonings) on a wooden surface. To the right of the photo is a description: 'This training explores the flavors of herbs, spices, and seasonings while utilizing recipes that have been standardized for use in school kitchens. Participants will discover flavor trends that support implementation of delicious, low-sodium cuisine that appeal to students.'

Below the description are three tabs: 'Schedule', 'Overview', and 'Details'. The 'Schedule' tab is highlighted in blue. Below the tabs is a table with the following data:

Date Range	Location	Cost	Seats	Registration
+ 7/12/2016 - 7/12/2017	Online	\$0.00	100/100	Register

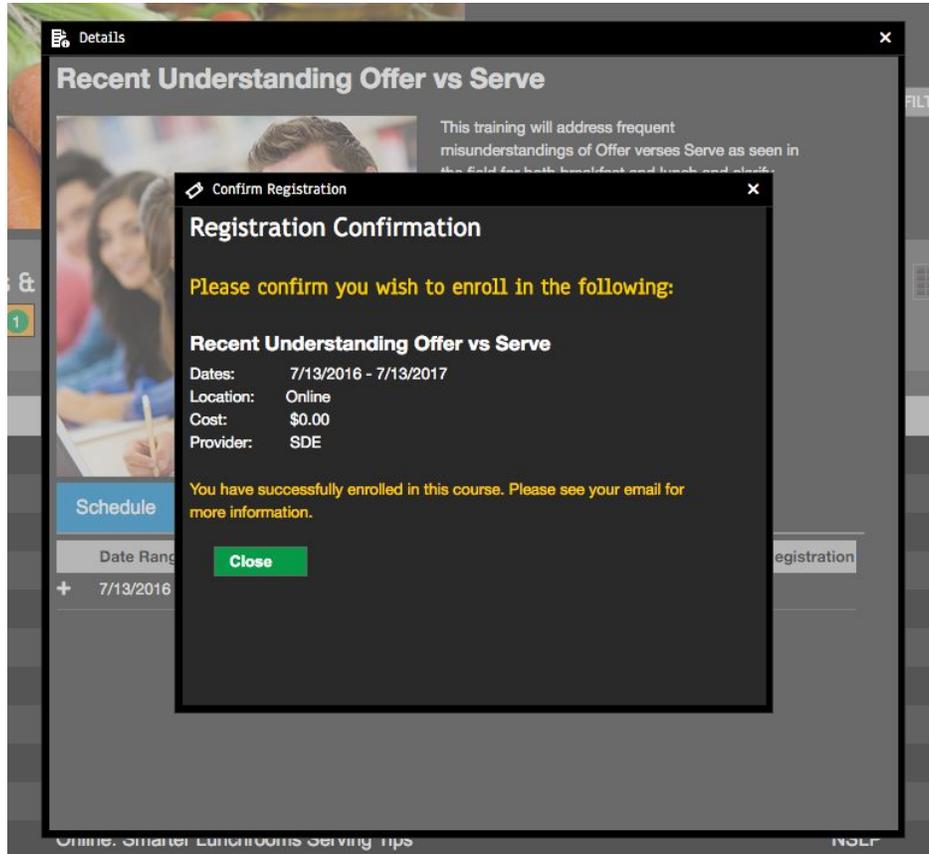
A red arrow points from the 'Register' button in the table to the 'Schedule' tab. The 'Register' button is highlighted in green. At the bottom of the window, it says 'USDA Foods: Changing School Lunch and Supporting American Agriculture Nationwide' and 'SDE'.

6. A “Registration Confirmation” box will open and ask you to verify that you want to register for this course and section.

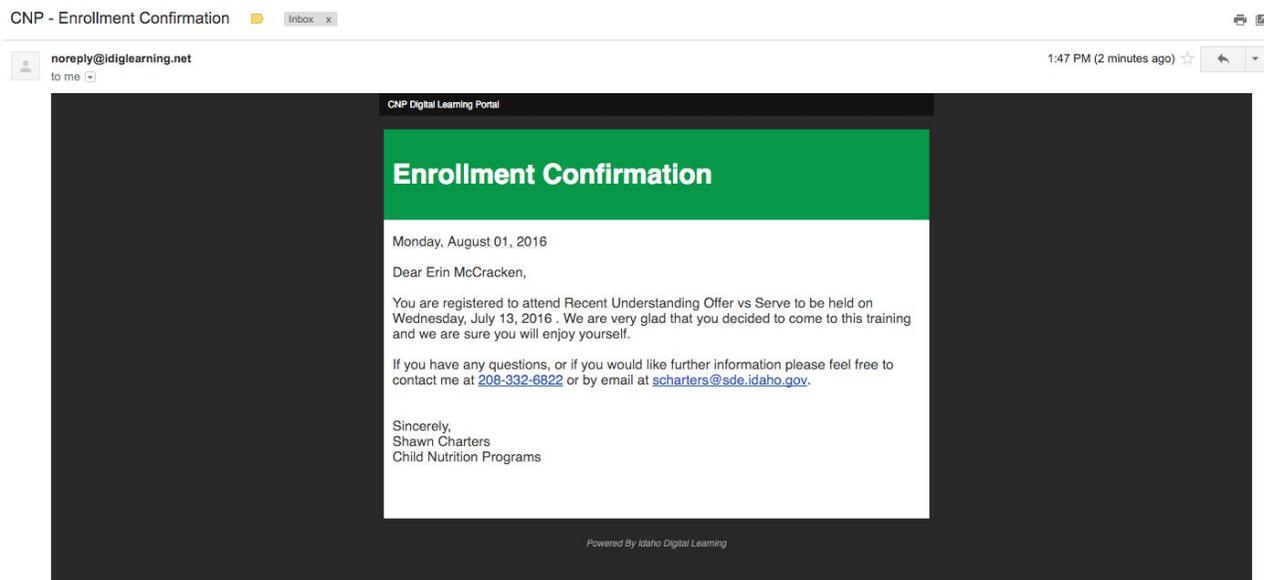


- a. Click “Confirm” to register.

- i. After you confirm, another dialog box will appear that says you successfully enrolled in the class.



- ii. A confirmation email will be sent to the address attached to your account. You will also get a dialog box that says you have successfully enrolled in the course.



- iii. Click “Close” and you will see the section you enrolled in now has “Enrolled” instead of a green register button.
- b. Click “Cancel” to exit the registration box.
 - i. After you cancel you will be taken back to the course information dialog box.

If payment for a course is necessary, please follow these steps.

1. Follow step 1-7a as outlined above.
2. When you confirm you would like to register you will be taken to the payment page which is operated by Access Idaho.
3. Follow the instructions on the Access Idaho page as it will walk you through the payment process. You will enter your credit card information during these steps.
4. Your confirmation email will come once your payment is complete. You should keep this email as your receipt.

 noreply@idiglearning.net
to me ▾

Jul 8 (6 days ago) ☆



CNP Digital Learning Portal

Course Payment Complete

Friday, July 08, 2016

Dear Erin McCracken,

div> You are registered to attend 2016/17 USDA Meat Selections-Test to be held on Wednesday, July 06, 2016 at Face to Face. We are very glad that you decided to come to this training and we are sure you will enjoy yourself.

We have successfully processed your online payment:

Description	Cost
Course	\$40.00
Idaho.gov Fee	\$2.20
Total Online Payment	\$42.20

If you have any questions, or if you would like further information please feel free to contact me at [208-332-6822](tel:208-332-6822) or by email at scharters@sde.idaho.gov.

Sincerely,
Shawn Charters
Child Nutrition Programs