CPNW Account Creation Instructions

1. Go to www.cpnw.org and click on the *register* link. We recommend you use a desktop or laptop for registration. Older phones and tablets may cause errors.
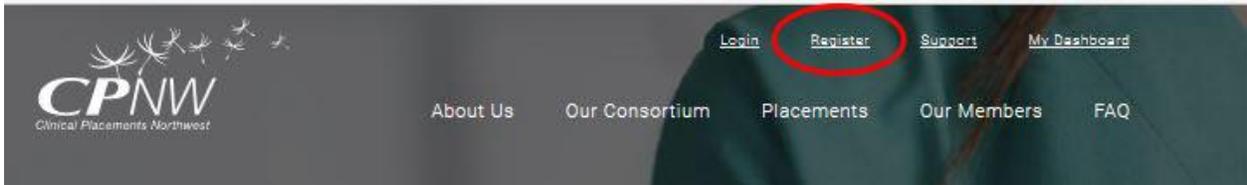
2. Enter the access code provided by your organization. Enter it exactly. The code connects you with your program of study and school.

3. The email address you enter here will be your account username. Once confirmed it **cannot** be changed.

4. Create and confirm your password.
   *Your password **MUST** be in the following format: Minimum of 10 characters, using lower case and upper case letters; at least one **CAPITAL LETTER**, one **NUMBER**, and one **SPECIAL CHARACTER**.*

   Example. Mypassword12!1

5. Every log in requires two step authentication. Select how you would like to receive your verification code.

   If you choose to receive by cell phone you must enter your cell carrier and your 10-digit phone number 000-000-0000. Do not include a country code at the beginning.

6. After completing the form, you will see this message.

Next Step
_____

To continue the registration process please check your email
account for a confirmation message.
Check your junk mail folder, if you do not see the email.
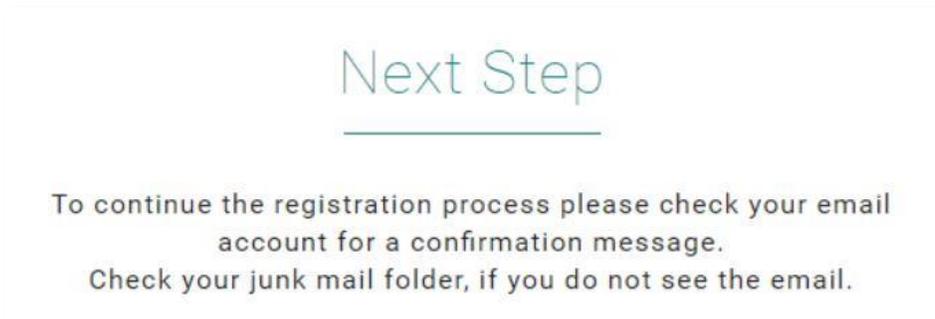
7. Go to your email and select the confirmation link.

Confirm your Clinical Placements Northwest (CPNW) account

cpnw@cpnw.org
to me ▼

Please confirm your CPNW account by clicking here
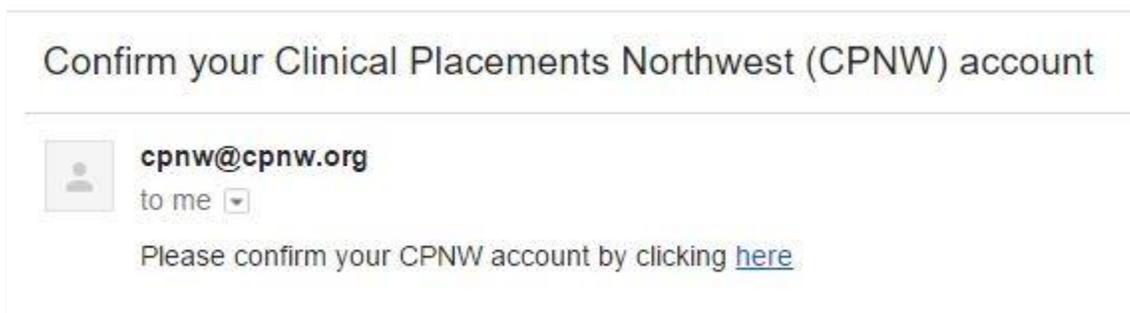
8. The confirmation link will take you back to the website when your email is confirmed. Then click on the "Complete Registration" link. It will take you to the login page.

Email Confirmed.
_____

Thank you confirming your email.

COMPLETE REGISTRATION
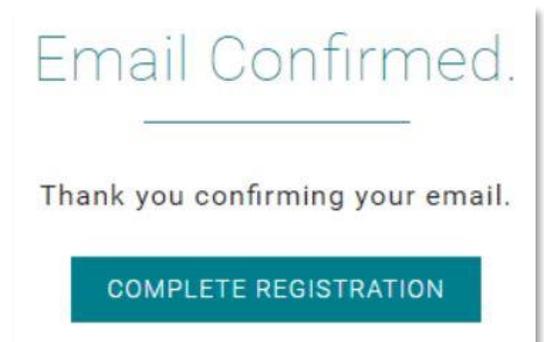
9. Log in with the new username and password you just created.
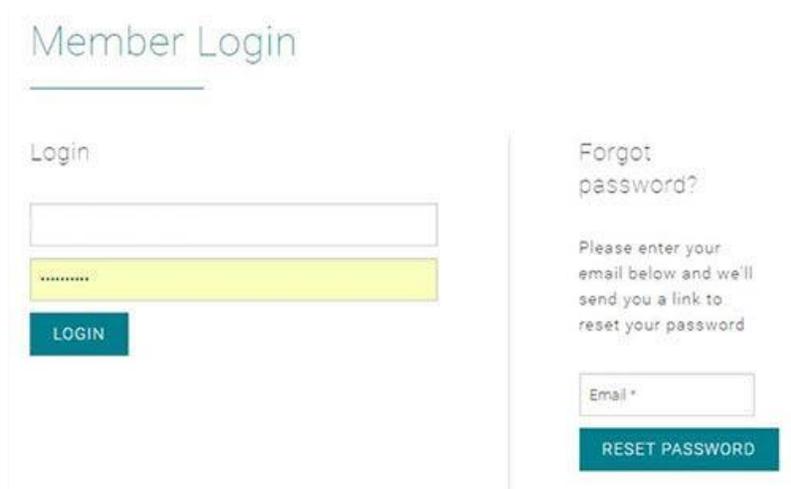
Member Login

Login

Forgot password?

Please enter your email below and we'll send you a link to reset your password

LOGIN

Email *

RESET PASSWORD

10. Next you have to get a verification code sent to you and enter it.
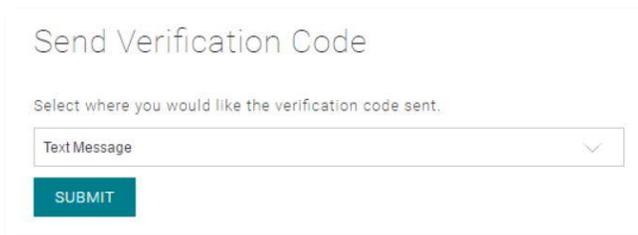
Send Verification Code

Select where you would like the verification code sent.

Text Message

SUBMIT
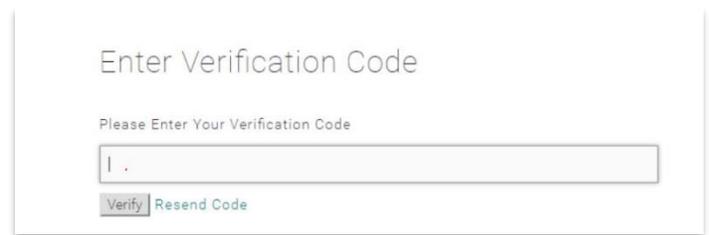
Enter Verification Code

Please Enter Your Verification Code

Verify | Resend Code

- Choose how you want to receive your verification code. If you did not submit a text phone number in your registration you will need to choose "email."
- When you receive the verification code enter it in the box and click verify.
- This is added security to protect everyone's personal information. You will need to get a new code every time you log in.
- Every log in is a two-step process.
  1. You enter your username and password;
  2. You request a verification code and input that code.

11. Read and accept the informed consent.   To accept you must check the box and click the button.

12. Complete all required fields on the profile page.   All of this information will be encrypted when it is stored in the database.

13. When your application is successfully submitted you will be shown the confirmation page on the right. You will also receive a confirmation email similar to the one below.
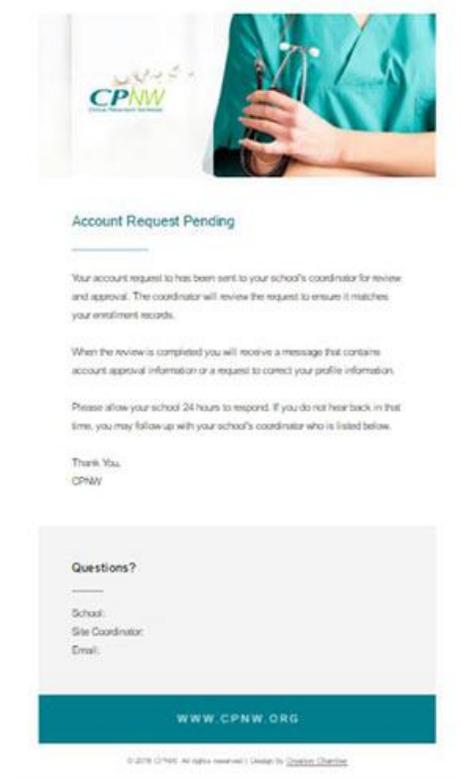
Registration Complete

Your account request to has been sent to your school's coordinator for review and approval. The coordinator will review the request to ensure it matches your enrollment records. Please allow 24 hours for you school to respond.

Check your email for further status updates.

- Your account request has now gone to the CPNW Coordinator for your school for approval.

- Your enrollment or employment status will be verified, as well as your school ID (student/faculty/employee) and name.

- Do not expect an instant response. Allow 24 hours for you school to respond.

14. When your account is approved you will receive an email similar to the one on the right.
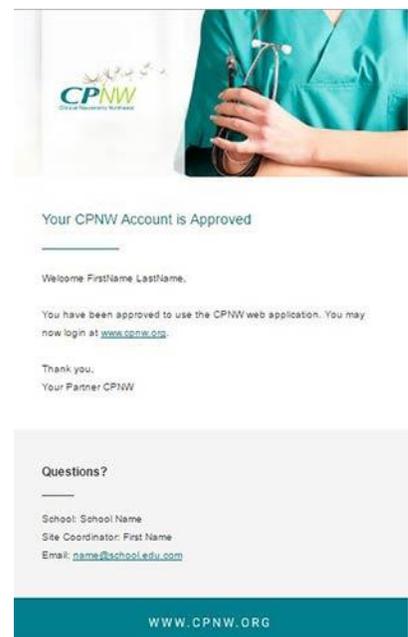
15. If corrections are needed in your account, you will receive an email from your schools CPNW Coordinator with correction instructions.   It will look similar to the image below.

Account Revision Request

Your account request has been reviewed and your site coordinator is requesting some revisions. Please review the request below and update your account information.

Reason for Rejection:

Reason

Questions?

School: CLINICAL PLACEMENTS NORTHWEST
Site Coordinator: Admin Support
Email: admin@cpnw.org

Correction Steps

• Go into your account profile and make the corrections requested.

• Update the profile and it will automatically be returned to the CPNW Coordinator at your school for review.

• Again, give your coordinator a full 24 hours to complete your account set-up.

• There shouldn't be a need to contact them directly unless you are unclear on what they want corrected in your application.

16. It is possible for your account request to be declined. If you use the wrong registration code or have not followed instructions specific to your school, the site coordinator can reject your request.

- When an account is rejected the user will have to start an entirely new request with the correct information.

- Again, you will receive an email message, similar the one on the right, explaining why your request has been declined.

17. If you have technical difficulties use the support link on the top bar on the website at www.cpnw.org. Or email support at support@cpnw.org. Do NOT use the "*Get in Touch*" form on the home page.

18. Again, give your school 24 hours to process your account request. Do not contact your school's CPNW Coordinator unless you are unclear about a message from them. In that instance, use the email address on the bottom of the message you received to communicate with them. Do not call them.

19. DO NOT USE REPLY ON THE CPNW.ORG EMAILS YOU RECEIVE. THEY COME FROM A NO-REPLY ADDRESS THAT DOESN'T ACCEPT RETURN EMAILS.

Troubleshooting Tips

1. You will be locked out of the application for 5 minutes after 5 failed login attempts.
2. If you have confirmed you email and login and your connection is lost, use the login link at the top of the page and login again. The application will take you to the point you left off.