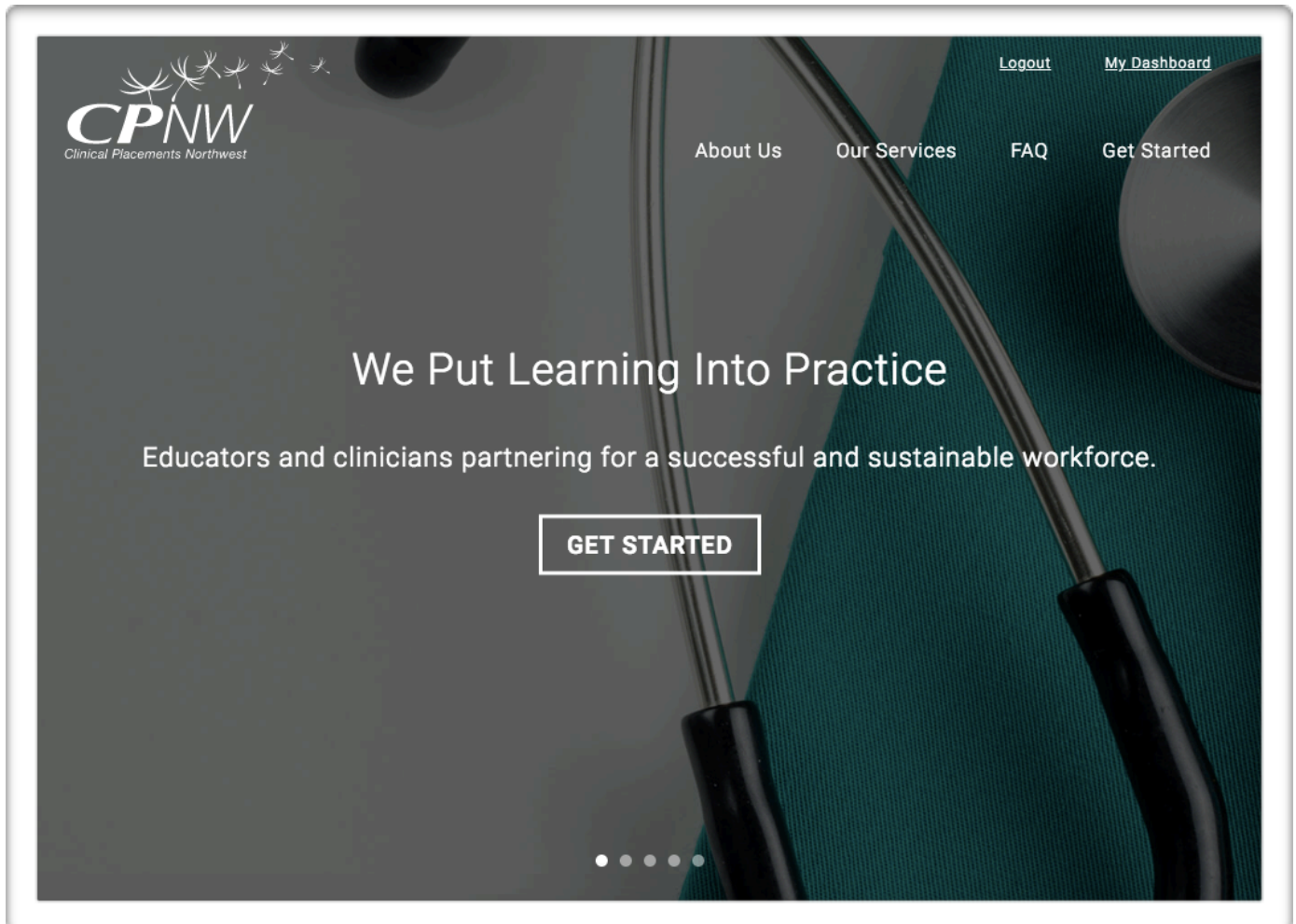

Account Registration

Student Account Registration

CPNW - Student Guide



Introduction

Before you begin:

Complete the steps below before you begin the registration process.

1. Obtain the account access code provided by your school.
2. Make CPNW a “Safe Sender” in all of your email accounts. To do this enter the email addresses below in your contacts list in ALL of your email accounts.
 - a. **cpnw@cpnw.org**
 - b. **support@cpnw.org**
 - c. **admin@cpnw.org**
3. Know your organization id. (e.g. Student ID, Faculty ID, Employee ID)
4. Be prepared to share your cellphone number and service provider information.
5. Create a special password:
 - a. (10) characters in length
 - b. One capital letter - A B C
 - c. One lowercase letter - a b c
 - d. One number - 1 2 3
 - e. One special character - ! @ # \$ % *

Please note that the special characters that are listed are the only special characters that are accepted.

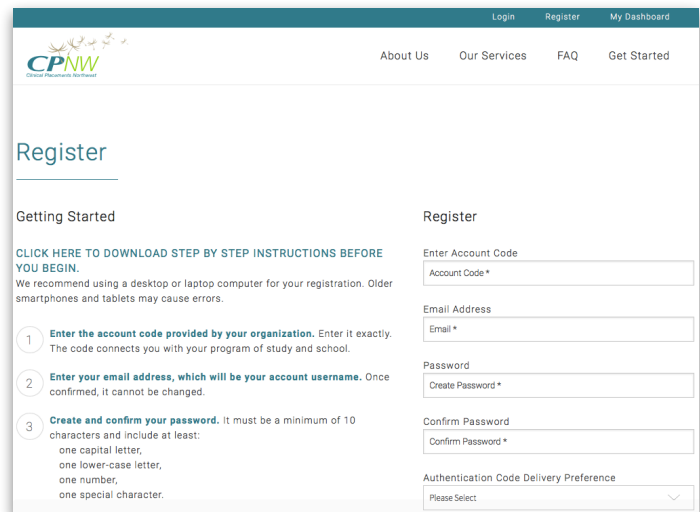


1. NAVIGATE TO THE REGISTRATION PAGE:



Go to <https://cpnw.org> and use the registration link in the top right hand corner of your screen to find the registration page.

2. REVIEW THE FORM AND INSTRUCTIONS.



Getting Started

CLICK HERE TO DOWNLOAD STEP BY STEP INSTRUCTIONS BEFORE YOU BEGIN.

We recommend using a desktop or laptop computer for your registration. Older smartphones and tablets may cause errors.

- 1 **Enter the account code provided by your organization.** Enter it exactly. The code connects you with your program of study and school.
- 2 **Enter your email address, which will be your account username.** Once confirmed, it cannot be changed.
- 3 **Create and confirm your password.** It must be a minimum of 10 characters and include at least:
 - one capital letter,
 - one lower-case letter,
 - one number,
 - one special character.

Register

Enter Account Code
Account Code *

Email Address
Email *

Password
Create Password *

Confirm: Password
Confirm Password *

Authentication Code Delivery Preference
Please Select

Read the entire registration form before you begin.

3. ENTER YOUR ACCESS CODE



Register

Enter Account Code

Account Code *

Email Address

Email *

Use the TAB key to move through the form fields. **Do NOT use Enter.**
In the first box enter the account access code provided by your school then press the TAB key.

Read the entire message that appears above the access code box. It will list your **school, program name** and your **user type**. If the information is incorrect, you likely used the wrong access code. Contact your school's account Coordinator for the correct code.



Register

You are registering for Facility
Program: Program
as a Student user.

Enter Account Code

Email Address

Email *

If you are responsible for payment of your subscription, you will see an additional message stating the amount you will owe once your account is approved by your school. When it is approved, you will receive a payment link in your email. Once payment is made, you can login to the application.



Register

You are registering for Facility
Program: Program
as a Student user.

After your account is approved, you will be asked to pay a subscription fee of \$50 before full access will be granted.

Enter Account Code

Email Address

Email *

4. ENTER YOUR EMAIL ADDRESS



Email Address

Email *

Enter your preferred email. This will be your username.

Create Password *

Confirm Password

Use the tab key to move to the email address box. *The email address you enter will become your permanent user name and cannot be changed.* Be sure to check your school's instructions for email address requirements. Some schools do require the use of a student/faculty email for CPNW accounts.

Hit TAB to move to the Create Password box.

5. ENTER YOUR 10-CHARACTER PASSWORD



Password

Create Password *

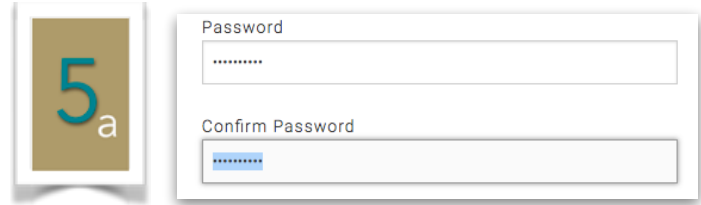
At least 10 characters including: upper and lowercase letters, a number and a special character.

Authentication Code Delivery Preference

Please Select

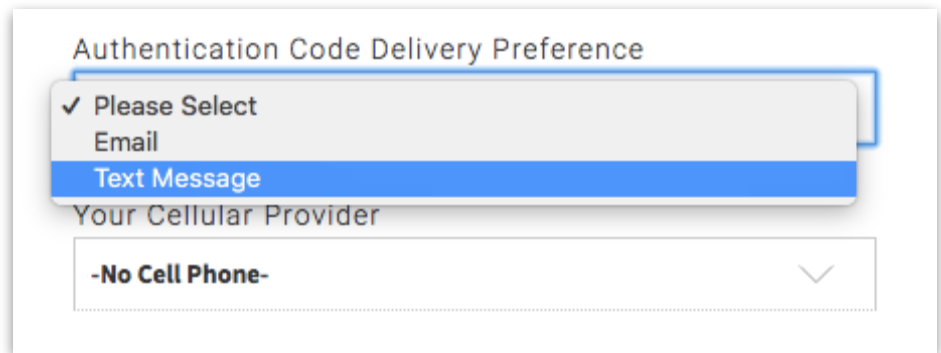
Next enter your new password. Remember the password must be at least 10-characters long and include at least one number, symbol, uppercase letter and lowercase letter. Hit TAB to move to the Confirm Password box.

In the Confirm Password box, enter the same password. Hit TAB to move to the next box.



A screenshot of a form with two input fields. The first field is labeled 'Password' and contains a series of dots. The second field is labeled 'Confirm Password' and also contains a series of dots. To the left of the form is a brown square icon with a white number '5' and a small 'a' below it.

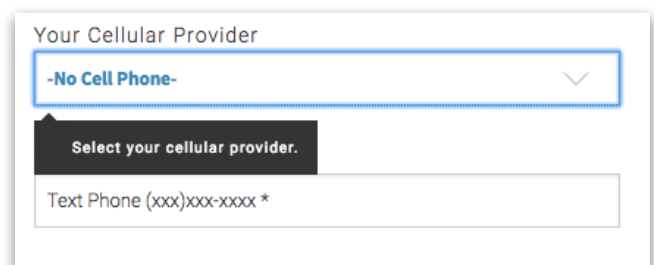
6. CONFIGURE TWO-STEP AUTHENTICATION



A screenshot of a form titled 'Authentication Code Delivery Preference'. It features a list with two options: 'Please Select Email' (checked) and 'Text Message' (highlighted in blue). Below the list is a dropdown menu labeled 'Your Cellular Provider' with the option '-No Cell Phone-' selected.

To protect your personal information this application has a two-step login process. The Authentication Preference box allows you to select how you would like to receive the authentication code for each login. We recommend you select “text message” as your initial choice. Due to security settings at many institutions, email messages are frequently delayed; choosing text is more reliable.

To receive an authentication text message, you must provide the name of your cellular provider. Select your provider from the drop down list. (See 6b)



A screenshot of a form titled 'Your Cellular Provider'. It features a dropdown menu with the option '-No Cell Phone-' selected. Below the dropdown is a text input field labeled 'Text Phone (xxx)xxx-xxxx *'. A black tooltip with the text 'Select your cellular provider.' is visible over the dropdown menu.

If you do not find your cellular provider, please contact support@cpnw.org.

A screenshot of a web form titled "Your Cellular Provider". It shows a dropdown menu with the following options: "-No Cell Phone-", "AT&T", "Cingular (Now AT&T)", "Clearnet", "Comcast", "Cricket", "Nextel", and "Qwest". The "AT&T" option is currently selected and highlighted in blue.

Next enter your 10-digit cell number. (e.g. 000-000-0000)

A screenshot of a web form titled "Text-enabled Phone". It contains a text input field with the placeholder text "Text Phone (xxx)xxx-xxxx *". Below the field is a black box with white text that says "Enter your text-enabled phone number." To the right of the input field, there is a small text label: "I have read and agree to the CPNW Terms of Use and Privacy Policy."

7. SUBMIT YOUR REGISTRATION FORM

A screenshot of a web form showing a blue button with the text "CREATE ACCOUNT" in white capital letters. Above the button, there is a line of text: "By clicking Create Account you indicate you have read and agree to the CPNW Terms of Use and Privacy Policy."

If you have completed the form correctly, the create account button will be active. Click the button. If the button is not active, review your form to make sure you correctly entered your access code and password combination.

8. CONFIRM YOUR EMAIL



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.

When you have successfully completed the form, the application will display this authentication message

Access the email account you used on your registration to find your confirmation message. You must click the link on the confirmation message to confirm your username and password. Once you click on the confirmation link you will be brought back to the CPNW website and see the message below.



Confirm your Clinical Placements Northwest (CPNW) account

 **cpnw@cpnw.org**
to me ▾
Please confirm your CPNW account by clicking [here](#)

When you click “complete registration” you will be taken to the login form to log into the CPNW application with your new username and password.



Email Confirmed.

Thank you confirming your email.

COMPLETE REGISTRATION

9. LOGIN TO YOUR ACCOUNT

A white rectangular form titled 'Member Login'. Below the title is a horizontal line. The word 'Login' is centered above two input fields. The first field is labeled 'Email *' and the second is labeled 'Password *'. Below the password field is a blue button with the text 'LOGIN' in white.

Login with the username and password you just confirmed.

When your username and password are accepted you must request an authentication code be sent by text or email. You must have entered a text-enabled cell phone number during registration to receive your authentication code by text. If you select email, the authentication code will be sent to the email as directed in the first step, check your junk mail for the authentication code.

A white rectangular form titled 'Send Authentication Code'. Below the title is a dropdown menu with the text 'Select where you would like the authentication code sent.' and a checkmark next to 'Email'. Below the dropdown is a blue button with the text 'SUBMIT' in white.

Enter the authentication code you received and you will be taken to the next step in the registration process.

A white rectangular form titled 'Enter Authentication Code'. Below the title is the text 'Please Enter Your Authentication Code' above a text input field containing the number '123456'. Below the input field are two buttons: 'Verify' and 'Resend Code'.

10. COMPLETE INFORMED CONSENT



Release

Consent for Disclosure of Personally Identifiable Information

Effective upon submission of this Consent for Disclosure of Personally Identifiable Information ("Consent"), I hereby authorize Clinical Placement Consortium #1, North Puget Sound Clinical Placement Consortium, and Inland Northwest Clinical Placements Consortia (collectively, CPNW) to disclose, to third parties, my personally identifiable information, including my name, address, phone number, and email address, for the purpose of providing me with clinical placement opportunities.

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

By completing the following information and submitting this form to CPNW, I acknowledge that I have been informed of and consent to the terms and conditions of this Consent, and that CPNW will rely upon this Consent in disclosing my PII.

I AGREE

RECORD CONSENT

11. COMPLETE YOUR USER PROFILE



My Profile

Clinical Placement Organizations depend on the information below to meet legal and regulatory requirements during the course of your clinical learning experience. A failure to provide true, accurate or complete information, or a false confirmation of information, may be considered a fraud in the clinical placement process, and result in loss of a placement or other negative consequences. Access to this information is strictly controlled as described in CPNW Privacy and Terms of Use policies.

* required

First Name * Last Name * Middle Initial
First Name Last Name MI

Email/Username Alternate Email
Email/Username Alternate Email

Primary Phone * Student/Faculty ID * School Program
Primary Phone Student/Faculty ID CLINICAL PLACEMENTS NORTHWEST Registration Tutorial

Complete all required fields on the profile page. All of this information will be encrypted when it is stored in the database. Click the button to submit your profile. This completes the registration process.

12. SUBMIT PROFILE TO COMPLETE REGISTRATION



Registration Complete

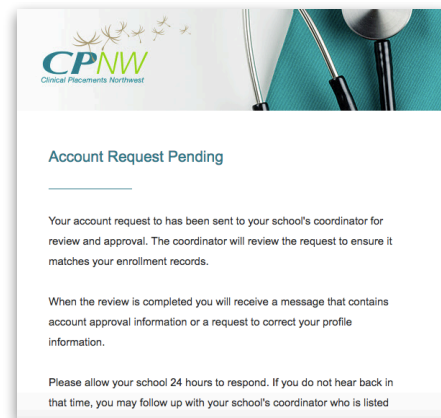
Your account request has been sent to your school's coordinator for review and approval. The coordinator will review the request to ensure it matches your enrollment records. Please allow 24 hours for you school to respond.

Check your email for further status updates.

When your application is successfully submitted you will be shown the confirmation page above. You will also receive a confirmation email similar to the one shown below.

Your account request has now gone to your school's CPNW Account Coordinator for approval. Your enrollment or employment status will be verified, as well as your organization ID number (student/faculty/employee) and name.

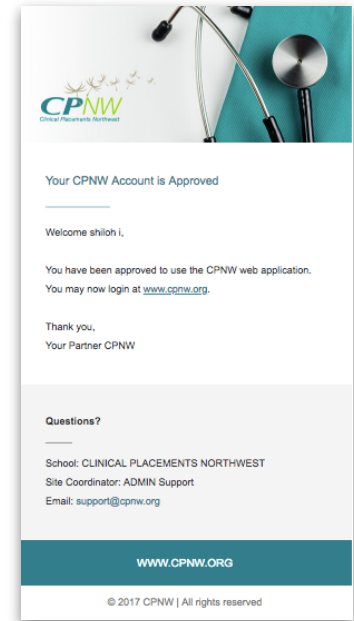
Do not expect an instant response. Allow 24 hours for your school to respond.



13. ACCOUNT APPROVAL



When your account is approved you will receive an email similar to the one to the right.



If you are responsible for payment of your subscription fee, your account approval message will include a link to make your payment. Follow the directions in the message. Login to your account and you will be taken to a payment link. Complete your payment and your account access will start immediately.

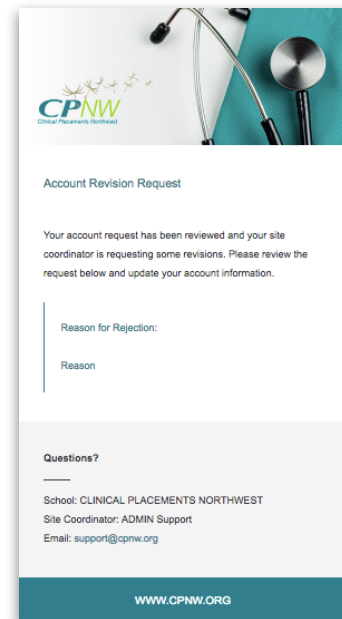


| | |
|------------------|--|
| Amount | 50.00 |
| Credit Card | <input type="text"/> |
| Expiration Month | Jun (6) <input type="button" value="v"/> |
| Expiration Year | 2018 <input type="button" value="v"/> |
| | <input type="button" value="Pay"/> |

14. ACCOUNT REVISION



You may receive an account correction request prior to account approval. To avoid this, make sure you have correctly entered your student/faculty/employee ID and that the name you are using matches school records.



15. ACCOUNT DECLINATION



If you have requested an account with the wrong school, program or email address, your account request will be declined and you must start the process over with the correct information.

