



Welcome to CNP's Training Portal!

How to Set Up a Portal Account

REGISTERING FOR A NEW ACCOUNT

The CNP Training Portal is the Idaho Child Nutrition Programs' training system. Through the portal, CACFP sponsoring organizations, sponsored centers, independent centers, and daycare homes participating in CACFP can register and take online courses and register to attend in-person trainings.

To use the portal, all users must create an account using a valid email address. To verify that the person setting up the account is a participant in the CACFP, all new accounts will be sent to a designated Approver for each Idaho CACFP sponsor or organization. This Approver will approve or deny a user's request to create an account in the portal. Below are instructions for how to create an account in the CNP Training Portal and have it sent for approval. We recommend **NOT** using Internet Explorer to create an account in CNP's Training Portal.

1. Go to the [CNP Resource Center/Child Nutrition Programs/SDE](#) and click on the CNP Training Portal Button.

Resource Center CNP

The CNP Resource Center provides information that pertains to all child nutrition programs. From State Guidance links to web based systems, below are resources needed to run a successful child nutrition program.

PORTALS

- MyIdahoCNP »**
A link to the MyIdahoCNP database.
- CNP Training Portal »**
A link to register for in-person and online training.
- Direct Certification »**
A link to the Direct Certification matching system.

2. At the CNP Training Portal home page click the "Log in" button at the top right corner of the screen.



CNP Digital Learning Portal

Child Nutrition Programs

LOGIN

- Forgot LOGIN INFORMATION? Click here.**
- Events & Courses**
Training Courses and Events
- Digital Resources**
Resources available online.
- Sign In**
Sign-in to access classes, and other resources.
- Idaho CNP Website**
Organization Website
- CNP Contact Us**
Find contact information for CNP staff.
- Quick Links**
Links to resources for nutrition professionals
- Help**
FAQs, Login Information, and Request Help
- Important Information**
30 minutes after enrolling in an online course, a course tile will appear on your portal.
- Important Information**
When registering for an online course, disregard the course date printed on your confirmation email.
- Civil Rights**
Civil Rights Long Statement
- Important Information**
Portal is not fully supported by Explorer. For best experience use Chrome.

3. On the next screen, select the “Setup Portal Account” button, in the bottom left corner.

CNP Digital Learning Portal

Child Nutrition Programs

Choose how you wish to log in.

Log in with a different account

Log in with your portal account

g+ Google

UserName

Password

LOGIN Remember me?

Forgot your username/password?

First time portal user? Setup your account.

SETUP PORTAL ACCOUNT

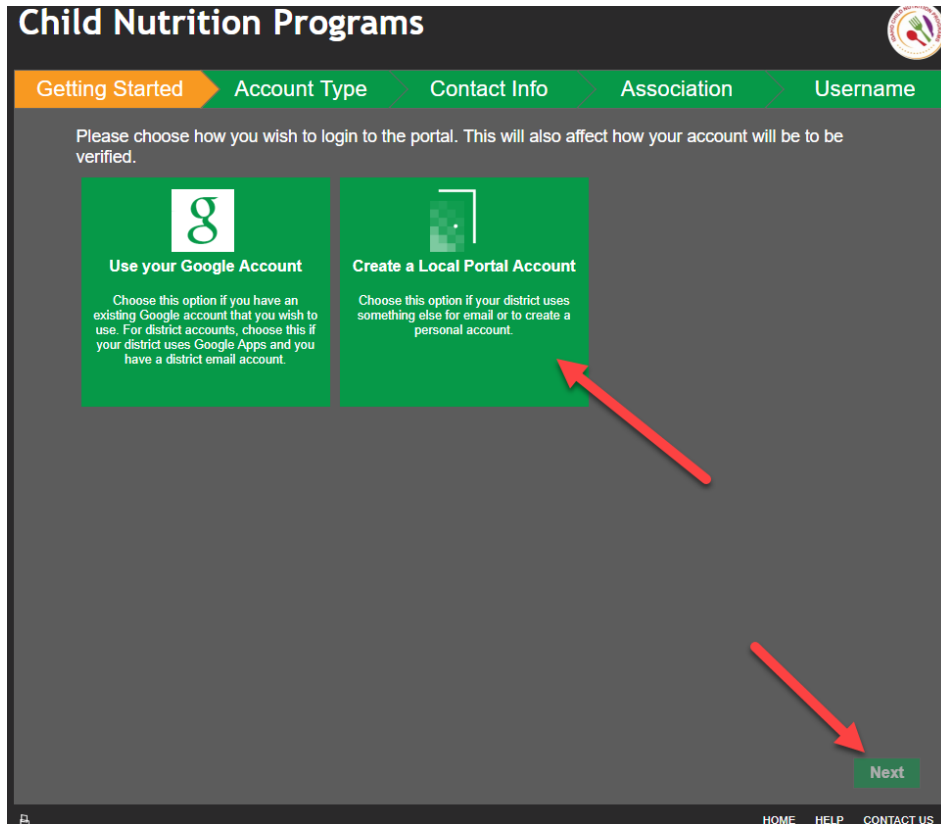
HOME HELP CONTACT US

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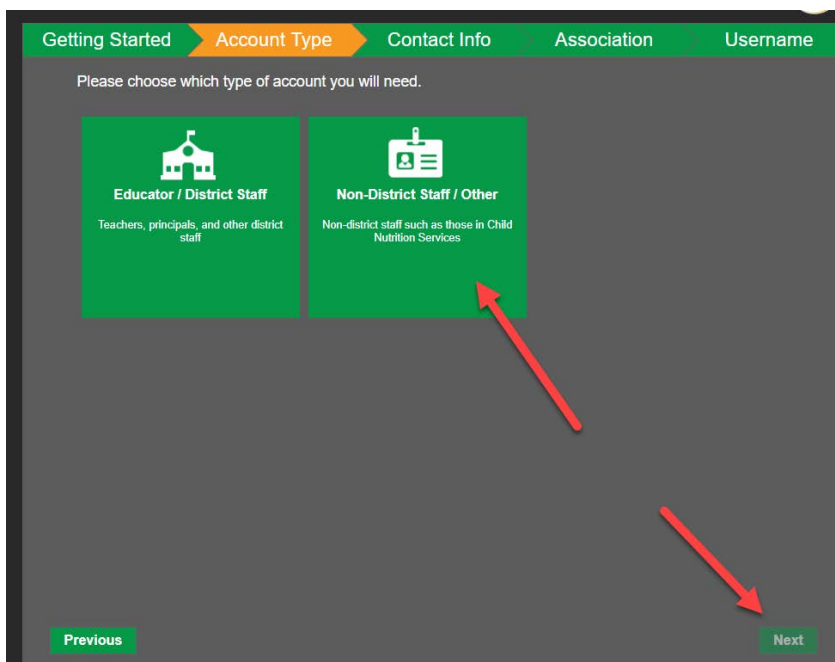
Disclaimer



4. On the next screen, select the “Create a Local Portal Account” button, scroll down and click the “Next” button in the lower right corner.



5. Next screen you will choose which type of account you will need. In this instance you will choose Non-district Staff/Other. Choose the “Next” button.





6. Enter your information on this screen. The email address should be your own and not a shared one. Click the Next button.

7. This screen shows where you will choose the **organization** you are part of. Use the green “down” button to open the dropdown menu. Once you enter the organization you can then click on the **site/location** for another dropdown menu and choose the site you are a part of.



If you are a Day Care home provider you will choose your sponsoring organization from the dropdown menu (St. Vincent de Paul or Jannus). You will not have a site/location so you will choose “Day Care Home Provider” as indicated by the example on the slide below.

If you are not able to find your association, try the search feature for a full text search with optional county filtering. In the case you are still unable to find your association, please contact support using the links at the bottom of the page.

District/School

Org/Sponsor/Gov

Search

Organization St Vincent de Paul
Jannus Inc dba Nutrition Works

Site/Location Day Care Home Provider

Center's look for your center name.

Click Next.

8. Once you have completed the steps you will see the page showing boxes indicating each area was “Successfully Completed”. You will then set up your user name and password. If you forget your username or password please contact the SDE Child Nutrition Program to reset them. **DO NOT** create a new account! Click the “finish” button.
9. Next you have the confirmation page that your account was created.

Account Creation Summary

Your account has been created and a verification email has been sent to the email address you provided. To complete the registration and account creation process, please click the link provided in the email.

[Home](#)

HOME HELP CONTACT US



10. You will now receive an email at the address you provided and you must click the link in the email to complete the registration process (see below).

Unverified Email
You have not completed the email verification step.

Until you have completed the email verification step, you will have limited access to this digital learning portal. Please click the link in the email sent to your email address. If you need the link to be resent, click the resend button below.

You may review and/ or change your email address associated with this account on your [account management page](#) ⚙️ For additional assistance, use the help or live chat options.

RESEND VERIFICATION EMAIL

Forgot LOGIN INFORMATION? Click here.

Events & Courses
Training Courses and Events

Digital Resources
Resources available online.

11. Click on the Events & Courses green box and a list of events will be generated. Choose the CACFP training course you want and register!

If you have trouble setting up an account or getting registered for the training please contact:

Shawn Charters
208-332-6821
scharters@sde.idaho.gov

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <http://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S.

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