Training Registration

User Manual

Nebraska Department of Education
Nutrition Services

For Sponsor Users
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Introduction

Welcome to the Child Nutrition Program Electronic Application and Reimbursement System (CNP) user manual for the Training Registration module. CNP is a web-based software solution that provides administrators, state users, and Sponsors with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

CNP is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Sponsors, applications, claims, and reports.
- A single integrated database which serves all child nutrition programs.
- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.
- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized state users that administer the SFSP programs. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.
- Screen examples of web site pages and forms.
- Step-by-step instructions for utilizing the web site features.
- Tips and notes to enhance your understanding of the system.
Getting Started

To register for training, you do NOT need to be assigned a User ID and password.

Accessing the Web Site

You can access CNP from any computer connected to the Internet by opening your Internet browser and entering the CNP URL in the browser’s address line

https://nutrition.education.ne.gov/

| TIP: You can add this URL to your browser’s FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information. |

Logging On

To log on

1. Access CNP by typing the URL into the address line of your web browser.
2. Select Training Registration

Figure 1. CNP log in and Training Registration
3. Sign in with USER ID and Password, OR Sponsor ID number.

**Note:** If you do not have a User ID and Password AND if your organization is not currently an approved sponsor, click View Available Training

![Figure 2. Training Registration Screen](image)

**TIP:** The Password is case-sensitive, so be sure to use upper and lowercase letters, numeric and special characters.

If you are changing or cancelling your registration, please enter the confirmation code.
CNP Program Trainings

Once you successfully log on, the Program Training page is displayed. Actual access to specific modules is based on the user’s security rights.

To Select a Training

1. Select the desired program by clicking on the acronym or program name.

Figure 3. Program Trainings

Once the desired Program is selected, a listing of the available trainings will appear.
2. Select the desired Course

Once a Course is selected, a list of the available training sessions for the selected course will display.

*Training sessions will appear in date order. You may alter the order of the trainings by clicking on any of the headings in blue.
3. Select the desired training.

**Note:** If multiple pages exist and you cannot find the preferred training date (see red rectangle in Figure 4), please click on a different page number to locate the wanted training date.

![Figure 4. Training Sessions](image-url)
4. Complete Attendee Information

![Attendee Information Form]

Figure 5. Attendee Information
5. Print Confirmation Page

![Training Confirmation Page](image)

**Figure 6.** Training Confirmation Page.

**Note:** Please print the Confirmation page. An email confirmation will be sent to the email entered into Attendee Information. Figure 5. Attendee Information

Please retain your Confirmation code if you need to change or cancel your registration.