

# Child and Adult Care Food Program (CACFP)



## Registration/Log-in Instructions to Access CACFP Canvas Courses

Visit: <https://canvas.education.ne.gov>

**New Users** – Please see pages 2-3 of this guide for instructions on creating a NEW account.

**Non-Canvas Returning Users** – Choose 'Nebraska Department of Education' from the log-in dropdown, then log-in using your email/password.

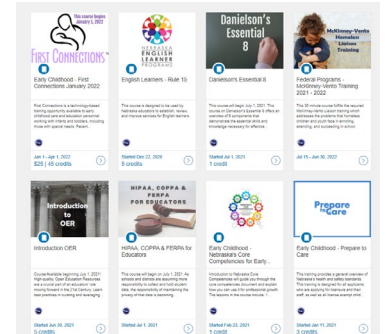
**NE.Canvas District/ESU Users** – Choose your district/ESU from the dropdown menu, then log-in using your district Canvas credentials.

# How to create a NEW account for the NDE Learning Network site.

It is recommended that you complete all 6 steps at once when creating a new account.

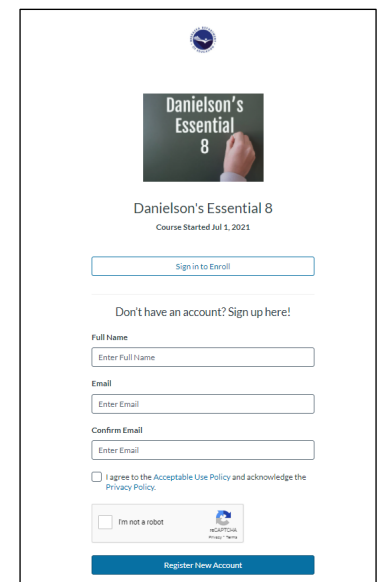
## Step 1

- To create an account for the Learning Network you must enroll in your first course. If you are not ready to enroll in a course come back another time.
- You can choose a course from the home page by clicking on the course card (shown on right).
- If you choose a course with a fee you will need to go through the payment system as part of the enrollment. Step 2b will assist you with this step. If your course is free, skip step 2b.




## Step 2

- You will be taken to a page that will allow you to create your account (shown on right).
- Enter your full name, a valid personal email and re-enter the email again to confirm you have entered the correct account. It is important that you can always access the email account as the system will send all communication through this email. Also, many companies will have firewalls that prevent the confirmation email from coming through so using a personal email is recommended.
- You must agree to the Acceptable Use policy by checking the box in front of the statement.
- Then check the "I am not a robot" checkbox as well.
- Double check you have entered all the information correctly before you click the "Register new account button"



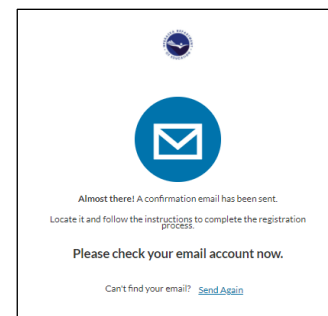
## Step 2b

- SKIP this step if you are taking a FREE course. If you are enrolling in a course with a fee, you will see the payment portal screen (shown on right).
- You will need a non-expired debit or credit card for this step.
- Complete the payment information and the billing information that is connected to the debit or credit card.
- Verify all your data entry and click the Pay Now button when everything is entered properly.
- Once payment is verified go to Step 3.

<b>Order information</b>	* Required Fields
Invoice Number: PG-0747358-469224	
<b>Description:</b>	Total: \$25.00 (USD)
<b>Payment information</b>	
	
Card Number: <input type="text"/>	(enter number without spaces or dashes)
Expiration Date: <input type="text"/>	(mm/yy)
Card Code: <input type="text"/>	(CVV/CVC)
<b>Billing information</b>	
Customer ID: <input type="text"/>	
First Name: <input type="text"/>	Last Name: <input type="text"/>
Company: <input type="text"/>	
Address: <input type="text"/>	
City: <input type="text"/>	
State/Province: <input type="text"/>	Zip/Postal Code: <input type="text"/>
Country: <input type="text"/>	
Email: <input type="text"/>	
Phone: <input type="text"/>	
<input type="button" value="Pay Now"/>	

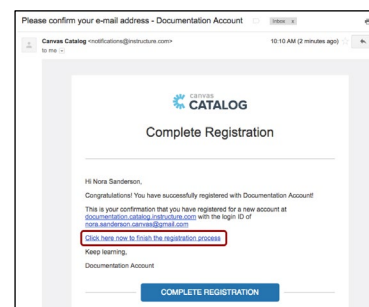
## Step 3

- You will be taken to the confirmation screen; it is recommended that you leave this screen open until you find the email in your Inbox or in some email accounts you may find the confirmation email in your spam or junk folders.
- If you do not find the email within a couple of minutes and have checked other folders, you should click the send again link included on this page (shown on right).



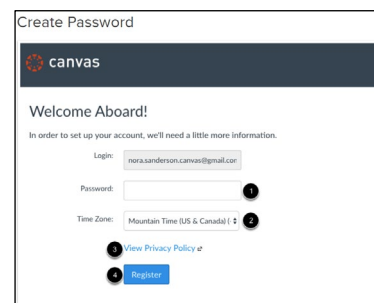
## Step 4

- The email you receive will look like the one shown on the right.
- Be sure to click the link or the button to complete the registration process.
- You will be taken to a screen which will allow you to create your password.



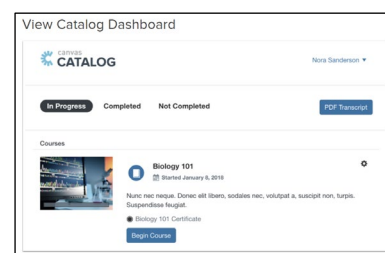
## Step 5

- Create a password that you can remember for logging in regularly to the site.
- Enter your preferred time zone.
- Click the box to indicate you agree with the terms
- Finalize your password and registration by clicking the “Register” button.



## Step 6

- Once you have completed your registration, you will be taken to the student dashboard.
- The student dashboard will show all courses you are enrolled in at any time while you are using the site.
- You can click on the “Begin Course” button to start the course, or you can logout and return to the course later by going to the site by logging in on the right side of the homepage for the site using your email and your new password.
- More specific details about how to log-in to the site once you have a created account can be found on the NDE Learning Network homepage.

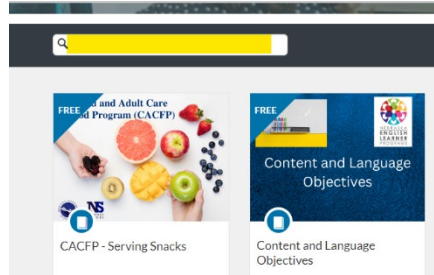


*If you have any questions or need assistance with creating your account, send a detailed email including your full name, the step you are having trouble with or details about your question regarding the account creation process to [dorann.avey@nebraska.gov](mailto:dorann.avey@nebraska.gov) .*

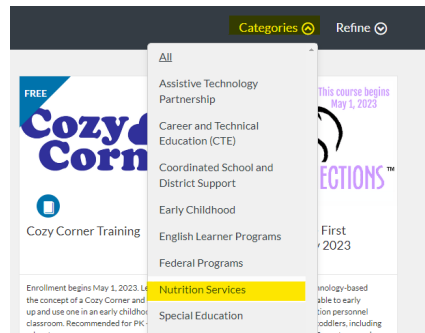
CACFP Canvas Courses may be accessed directly through the NDE Learning Network at: <https://canvas.education.ne.gov>

There are different ways to search for CACFP Courses including:

Using the search box to enter the course name you are looking for;



Using the categories dropdown to search by Nutrition Services for a course;



Browsing through the page to look for course offerings with the same image as shown below



CACFP Courses may also be accessed under the Online Training section of the NDE CACFP Training webpage at:

<https://www.education.ne.gov/ns/training/cacfp-training/>



For questions, please contact  
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