How to create a user profile on cpsboard.org

2. Click Login in the top menu bar.

3. To create a new user profile, click Register at the bottom of the login prompts.
4. Register for a user profile by completing the form and clicking Register.

- **NOTE:** This is a *different* username and password than used on your Safe Kids Certification account.

A registration confirmation will be emailed to you from the National Safety Council.
5. Follow the link in the email to set your password.

![Image of email login details]

Username: Example
To set your password, visit the following address:

6. Enter your new password and click Reset Password.

![Image of password reset page]

- You will receive a confirmation message.
7. Return to cpsboard.org.
8. Log into your profile.
   • Click Login in the top menu bar and follow prompts.

   - REMEMBER: This is the username and password that you just set up and is different
     from the username and password for your Safe Kids Certification account.
   - Once you are logged into your profile, a "Howdy, [your name]" will appear in the top
     right-hand corner.

   Questions? E-mail secretariat@cpsboard.org.