How to create a user account on **cpsboard.org**

1. **Visit cpsboard.org.**
2. **Click Register in the top menu bar.**
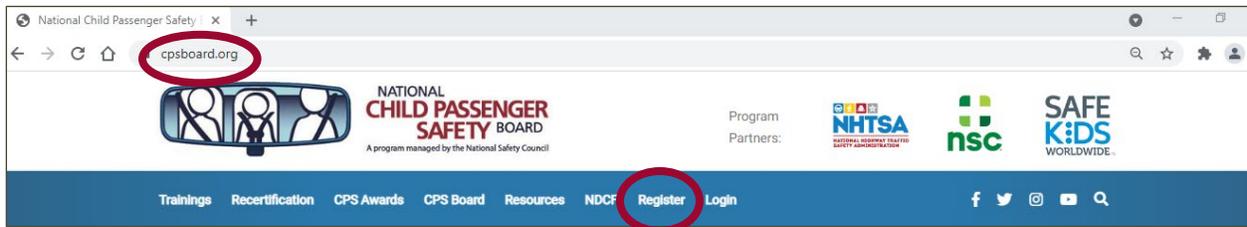
3. **Register for a cpsboard.org user account by completing the form and clicking Register.**

- NOTE: This is a <u>different</u> user name and password than used for your Safe Kids Certification profile.
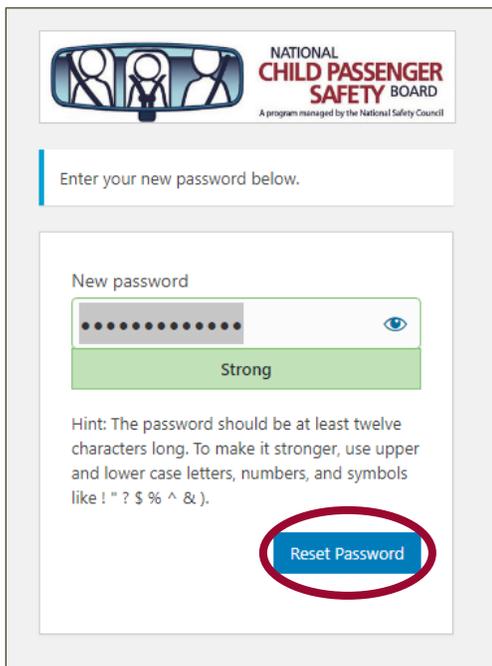

- A registration confirmation will be emailed to you from the National Safety Council.

4. Follow the link in the email to set your password.
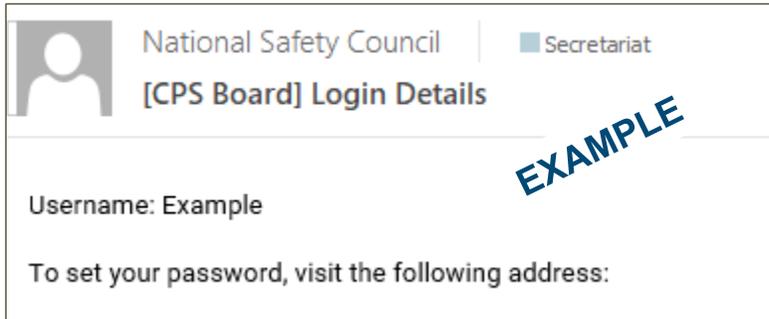
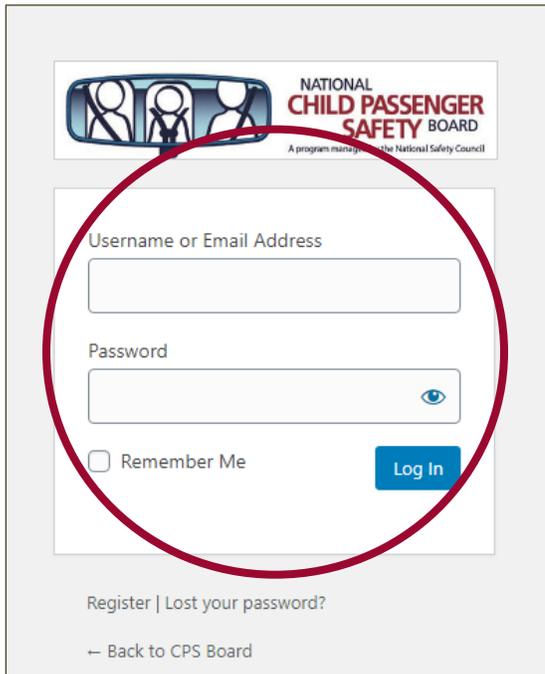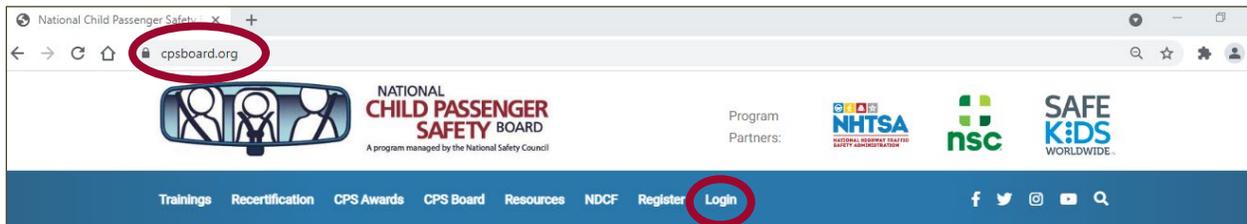## 5. Enter your new password and click Reset Password.

- You will receive a confirmation message.

Your password has been reset. Log in

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6. **Return to [cpsboard.org.](cpsboard.org)**
7. **Log into your cpsboard.org user account.**
   - Click **Login** in the top menu bar and follow prompts.

Username or Email Address

Password

☐ Remember Me   Log In

Register | Lost your password?

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- REMEMBER: This is a different user name and password than used for your Safe Kids Certification profile.

- Once you are logged into your cpsboard.org user account, a "**Howdy, [your name]**" will appear in the top right-hand corner.
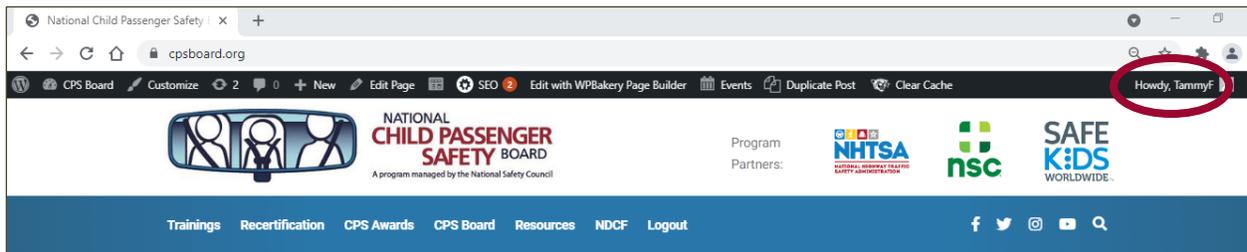
Questions? Email secretariat@cpsboard.org.