

COLYAR CONSULTING GROUP, INC.

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Child Nutrition Programs

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 Agreement number.

**Welcome to Training Registration**

Please note that some courses and trainings are only available to Child Nutrition Program sponsors.

If you currently **have a User ID and Password**, enter it now to register. User ID:   
Password:

If you **do not have a UserID and Password** but your **organization is already an approved Sponsor** then enter your organization's Agreement #. Agreement #:

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If your **organization is not currently an approved Sponsor** then click to view available training.

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If you are **already registered for training** and you need to change to another location/training or change the name of the person attending. Confirmation Number:

**Figure 2. Training Registration Screen**



**TIP:** The agreement number does not need a dash when entering it in.  
For example, enter 550000 if your agreement number is 55-0000.

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

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

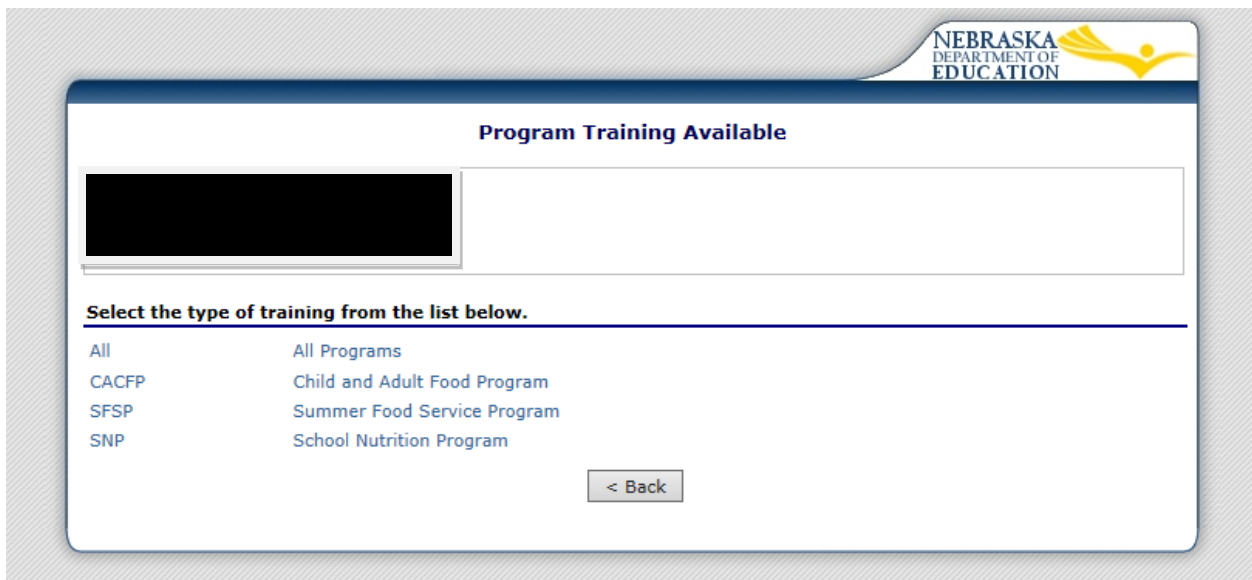


Figure 3. Program Trainings

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

2. Select the desired Course

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**Available Training(s)  
For CACFP**

Select	Course ID	Course Name	# of Locations	Training Required?
<input type="radio"/>	CACFP004	<b>CACFP Annual Training</b> Training on USDA regulation updates for CACFP	3	Mandatory All

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.

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### Available Training Locations for CACFP004 - CACFP Annual Training

Select	Training ID	Training Dates	Seats Available	Training Location	Time Frame	Delivery Method	# of Days	Fee	More Info
<input type="radio"/>	111	6/2/2015 - 6/2/2015	49	ESU #10 - Kearney 76 Plaza Blvd, P.O. Box 850 Kearney NE 68848	9:30am-12:00pm	Workshop/Seminar	1.00		
<input type="radio"/>	112	6/4/2015 - 6/4/2015	50	Center For People In Need 3901 N 27th Street Suite #1 Lincoln NE 68521	9:00am-11:30am	Workshop/Seminar	1.00		
<input type="radio"/>	113	6/4/2015 - 6/4/2015	49	Center For People In Need 3901 N 27th Street Suite #1 Lincoln NE 68521	1:00pm-3:30pm	Workshop/Seminar	1.00		
<input type="radio"/>	114	6/9/2015 - 6/9/2015	50	Midtown Holiday Inn 2503 S Locust Street Grand Island NE 68801	9:00am-11:30am	Workshop/Seminar	1.00		
<input type="radio"/>	115	6/9/2015 - 6/9/2015	50	Midtown Holiday Inn 2503 S Locust Street Grand Island NE 68801	1:00pm-3:30pm	Workshop/Seminar	1.00		
<input type="radio"/>	116	6/10/2015 - 6/10/2015	50	Marina Inn - South Sioux City 385 East 4th Street South Sioux City NE 68776	1:00pm-3:30pm	Workshop/Seminar	1.00		
<input type="radio"/>	117	6/11/2015 - 6/11/2015	48	Northeast Community College Campus 801 East Benjamin Ave, Box 469 Norfolk NE 68702	1:00pm-3:30pm	Workshop/Seminar	1.00		

Figure 4. Training Sessions

4. Complete Attendee Information

**NEBRASKA DEPARTMENT OF EDUCATION**

**Attendee Information  
for CACFP004 - CACFP Annual Training**

**ESU #3 - LaVista**

Name: Salutation  First  M  Last

Job Title:  Position Category:

Email Address:

Confirm Email Address:

Primary Phone Number:  Ext:  Fax:

Alternate Phone Number:  Ext:

Address 1:

Address 2:

City:  State:  Zip:

County:

Figure 5. Attendee Information

5. Print Confirmation Page

**NEBRASKA**  
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EDUCATION

**Training Confirmation  
for 001  
CACFP004 - CACFP Annual Training**

Your Confirmation Code is: **7Kjd8300**

**Attendee Information**

Leslie Brestel 301 Centennial Mall South Lincoln NE, 68509 Lancaster	Phone: (402) 471-2967 Email: leslie.brestel@nebraska.gov
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**Training Information**

Dates	Time	Training Location
5/12/2015 - 5/12/2015	9:30am-12:00pm	ESU #3 - LaVista 6949 S 110th Street LaVista, NE 68128

For directions to the training location, you may access [Google Maps](#)

**NOTE: PLEASE PRINT THIS TRAINING CONFIRMATION SCREEN PRIOR TO SELECTING FINISHED OR RETURN TO PROGRAM TRAINING BELOW. This screen contains key training information including your confirmation number needed to make training changes.**

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

If registering for more than one training, select Return to Program Training Available and repeat steps 1-5 as needed.

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