

# How to Use CNP to Register for Training

Click on "Training Registration" below the users log in box:

**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)  
[Forgot Your User ID?](#)

Remember my User ID

**Log On**

**Links**

- Nutrition Services Home
- **Training Registration**

## Nebraska's CNP System

**Current Program Year: 2020 (July 1, 2019 - June 30, 2020)**  
**School Lunch & Child and Adult Care Food Program**

### Announcements

- **2020 Program Year (July 1, 2019 - June 30, 2020)**

SFSP Opens: February 1, 2020

CACFP Opens: June 1, 2019 - Due Date to submit application for approval: June 15, 2019

NSLP Opens: July 1, 2019 - Due Date to submit application for approval: Aug 15, 2019

### CNP Help Desk

- **The NDE Help Desk is now providing support to CNP users needing assistance with account security functions.**

Please contact the Help Desk if you have been locked out of your account, need assistance with the "Forgot your Password?" portal, are an administrator creating a new account, and other questions related to accessing CNP user accounts.

Then, enter your six-digit agreement number in the third box from the top. If you do not know your agreement number, you can enter six zeros. Then click "Register for Training."

**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 #:

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

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:

Click on "SNP" in the list on the left.

### Program Training Available

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#### Registration

No address on file for this year

Select the type of training from the list below.

- All All Programs
- CACFP Child and Adult Food Program
- SFSP Summer Food Service Program
- SNP School Nutrition Program**

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Choose the radio button for the SNP training, click "Continue."

Select	Course ID	Course Name	# of Locations	Training Required?
<input type="radio"/>	NSLP005	<b>Online School Meals Bookkeeper Training</b> Includes benefit issuance, verification, claims, and other recordkeeping requirements for schools.	1	Optional

Select	Training ID	Training Dates	Seats Available	Training Location	Time Frame	Delivery Method	# of Days	Fee	More Info
<input type="radio"/>	NSLP005	7/20/2021 - 7/20/2021	N/A	ZOOM Webinar Online NE	2 hours	Workshop/Seminar	1.00		

Complete the form with your info before clicking "Continue" at the bottom of the page.

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*Participants will learn how to operate the SFSP in compliance with all program regulations.*

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Name:	Salutation	First	M	Last
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title:	<input type="text"/>	Position Category:	<input type="text" value="Director / Executive Director"/>	
Email Address:	<input type="text"/>			
Confirm Email Address:	<input type="text"/>			
Primary Phone Number:	<input type="text"/>	Ext:	<input type="text"/>	Fax: <input type="text"/>
Alternate Phone Number:	<input type="text"/>	Ext:	<input type="text"/>	
Address 1:	<input type="text"/>			
Address 2:	<input type="text"/>			
City:	<input type="text"/>	State:	<input type="text" value="NE"/>	Zip: <input type="text"/>
County:	<input type="text"/>			

The system will generate a confirmation code to display for you on the following page. You will also receive a confirmation email at the email address provided in your registration information.