CPSP Demo Portal Instructions

1. To Access the CPSP Demo Portal click the button below:

![LEARN MORE](image1.png)

2. From the sign-in screen click “Sign up now”

![Sign in Screen](image2.png)
3. Enter your email and create a password and then click “Sign Up” – must be a valid email as account creation will require confirmation from that email to finalize setup. Password must be at least 6 characters.

4. After entering your information successfully, you will be taken back to the main login screen but have this pop-up appear

An email has been sent to your account. Please follow the link in this email in order to confirm your account.

If you do not receive this email, please ensure that you check your email junk folder in the unlikely event that the email was filtered.
5. Click the link from your email, it will take you back to the learning portal. You will need to complete your profile by entering your First Name, Last Name, and your Enrollment Code. Don’t forget to click the green “Save” button at the bottom left of your screen.

Use the following enrollment code based on the experience you would like to view.

Self – experience the self-paced modules and layout to better understand what your client might see when they sign-up for our Self-Paced program.

Virtual – to experience the virtual classroom. See how the modules are laid out to experience what your client might experience if they sign-up for the virtual classroom.

All – to get access to both the self-paced and virtual classrooms.
NOTE: the education is the same for both experiences, the only difference is that the Virtual Classroom is spread over 8 weeks and will include a live session for each week of instruction.
6. You will be prompted with this screen. It can take up to 20 minutes for the courses to load.

7. Once the courses have been loaded your dashboard will look like the one below. After this initial login you can use the button from step 1 above or bookmark the site to return. You will need to use the email and password used in step 2 to come back to this demo site to login.