THE HOW-TO GUIDE TO THE PARENT CENTER WHO KNOWS WHAT
INTRODUCTION

This guide contains step-by-step instructions for users to make use of Parent Center Who Knows What (http://www.cpirwhoknowswhat.org/), an online database of Parent Center staff profiles.
# CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to create a new account</td>
<td>1</td>
</tr>
<tr>
<td>How to log in</td>
<td>3</td>
</tr>
<tr>
<td>How to reset password</td>
<td>4</td>
</tr>
<tr>
<td>How to create/edit a profile</td>
<td>5</td>
</tr>
<tr>
<td>How to search for individuals with specific knowledge or experience</td>
<td>6</td>
</tr>
</tbody>
</table>
HOW TO CREATE A NEW ACCOUNT

1. Go to Parent Center Who Knows What at www.cpirwhoknowswhat.org

2. Click on “My Profile” in the top navigation.

3. Input a username of your choice and your email address at your Parent Center (or TA&D project), then click [Create new account]. You will be redirected back to the homepage with a success message letting you know that further instructions have been sent to your email address.

4. Check your email to find this success message and instructions. This may take a few minutes to show up.

   Follow the instructions and link in the email to set up your password.
5. Upon clicking on the link provided in the email, you will arrive on this page. Click on [Log in].

6. Input a password following the instruction and requirements.

7. You will see the following notification upon successfully creating/changing your password.

You're done! You may proceed to edit your profile or search the database.
Please note that upon successful account creation, you would already be logged in.

To log in after your account has logged out, please follow these steps:

1. Go to [www.cpirwhoknowswhat.org/user](http://www.cpirwhoknowswhat.org/user) or the Parent Center Who Knows What homepage and click on “My Profile” then toggle the “Log In” tab.

2. Input your username and password, then click [Log in].

You’re done!
If you forget your password, you may reset it by following these steps:

1. Go to www.cpirwhoknowswhat.org/user/password or the Parent Center Who Knows What homepage and click on “My Profile” then toggle the “Request new password” tab.

2. Input your username or the email address associated with your account, then click [Email new password].

   Further instructions will be sent to your email address.

3. Check your email for these instructions. This may take a few minutes to show up.

   Follow the instructions and link in the email to reset your password. You will see the same screens as shown on page 2.

4. You’re done!
HOW TO CREATE A PROFILE

1. After logging in, toggle the “Edit” tab in the menu bar.

2. Fill in your basic contact information, identify language proficiencies, and any committees or boards you serve on.

3. Here is where you identify what areas of experience and knowledge you’d feel comfortable sharing with your colleagues in the Parent Center network or the TA&D network. Click the boxes to select. Then click [Save Profile].

You’re done!
**HOW TO SEARCH**

1. After logging in, click on “Search” in the top menu (green bar).

2. Select one or more of the checkboxes/area of knowledge, then click [Search Profiles]. The results will load on the right.

   Alternatively, if you want to search for someone in particular, click on “Advanced Search” to toggle the advanced search input fields.

3. Input your search criteria, then click [Search Profiles].

   You’re done!