




Center for
Parent Information
and Resources

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

made by  amdee

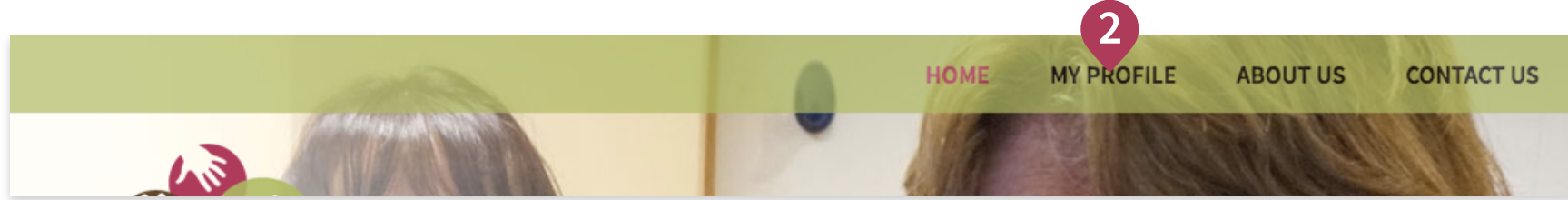
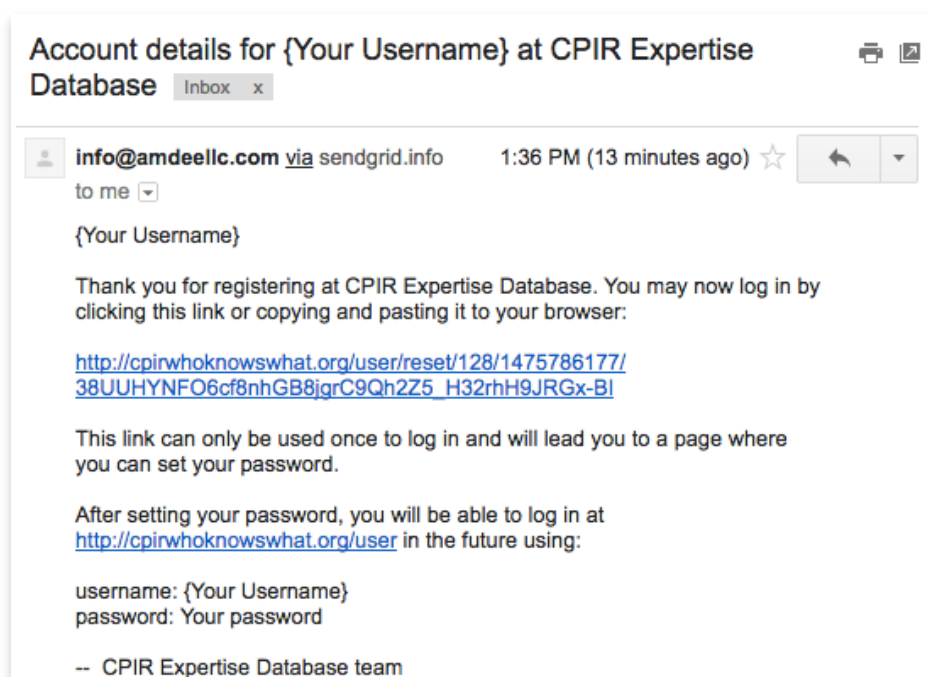
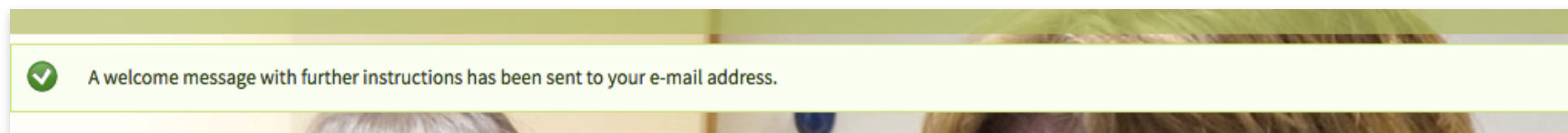
INTRODUCTION

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.

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HOW TO CREATE A NEW ACCOUNT

A screenshot of the account creation form. The form has three input fields: 'Username *', 'Email address *', and 'Confirm email address *'. Below each field is a small text box providing instructions. At the bottom of the form is a green button labeled 'Create new account'. A red circle with the number '3' is positioned above the 'Username' field.

1 Go to Parent Center Who Knows What at <http://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.

HOW TO CREATE A NEW ACCOUNT (CONTINUED)

HOME MY PROFILE ABOUT US CONTACT US

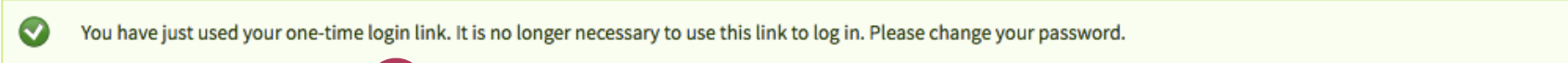
 Center for Parent Information and Resources

HOME / RESET PASSWORD

This is a one-time login for {Your Username} and will expire on Fri, 10/07/2016 - 16:36.
Click on this button to log in to the site and change your password.
This login can be used only once.


5


View Edit Change Password



6 Password strength: Weak


To make your password stronger:
Make it at least 6 characters
Add lowercase letters
Add uppercase letters
Add numbers
Add punctuation

7 

- 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.

HOW TO LOG IN

HOME MY PROFILE ABOUT US CONTACT US

 Center for Parent Information and Resources

HOME / USER ACCOUNT

1

Create new account Log in Request new password

2

Username *

Enter your CPIR Expertise Database username.

Password *

Enter the password that accompanies your username.

Log in

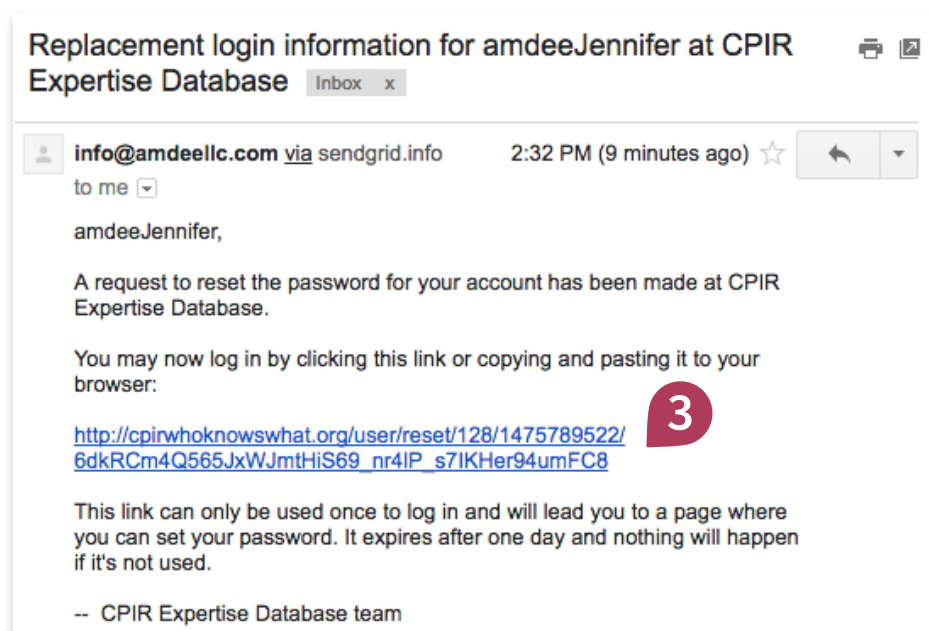
Please note that upon successful account creation, you would already be logged in.

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

- 1 Go to <http://www.cpirwhoknowswhat.org/user> **or** 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!

HOW TO RESET PASSWORD

The screenshot shows a web browser at the URL cpirwhoknowswhat.org/user/password. The page has a green header with navigation links: HOME, MY PROFILE, ABOUT US, and CONTACT US. Below the header is the CPIR logo and the text "Center for Parent Information and Resources". A breadcrumb trail reads "HOME / USER ACCOUNT / USER ACCOUNT". A red bar contains three buttons: "Create new account", "Log in", and "Request new password". A red circle with the number "1" points to the "Request new password" button. Below the buttons is a form with a label "Username or email address *" and an empty input field. A red circle with the number "2" points to this input field. Below the input field is a green button labeled "Email new password".



If you forget your password, you may reset it by following these steps:

- 1 Go to <http://www.cpirwhoknowswhat.org/user/password> or 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.
- ✓ You're done!

HOW TO CREATE A PROFILE

The screenshot shows the 'Update My Profile' page. At the top left is the logo for the Center for Parent Information and Resources. A navigation bar contains 'View', 'Edit', and 'Change Password' buttons. The 'Edit' button is highlighted with a red circle and the number '1'. Below the navigation bar, the page is divided into two main sections. The left section, labeled 'Update My Profile', contains form fields for 'First Name', 'Last Name', 'Email address', 'Job Title', 'Parent Center Name or Organization Name', 'City', 'State', 'Phone', and 'Language(s)'. A red circle with the number '2' is placed over the 'Email address' field. The right section, titled 'National Advisory Committees/Boards/Workgroups', asks the user to list any committees they serve on. Below this is a large text area with a red circle and the number '3' over it. Further down, there are sections for 'Content Specialties' with checkboxes for various areas: General, Non-Profit Management, Technology, Early Childhood, School Aged, and Youth. At the bottom of the right section is a green 'Save Profile' button.

- 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

HOME **SEARCH** MY PROFILE ABOUT US CONTACT US LOG OUT

Center for Parent Information and Resources HOME / SEARCH

Start Your Search Displaying 1 - 6 of 6 results

Search Profiles

Advanced Search

General

- ADA
- Assistive Technology
- Behavior
- Bullying Prevention
- Child Care/Head Start
- Child Outcomes
- Coaching
- Cultural/Linguistic Competence

Early Childhood

- Early Intervention Service
- Early Learning Outcomes

Full Name	State	Content Areas	Language(s)
,			English (US)
,			English (US)
,			English (US)
,			English (US)
,			English (US)
Williams, Brian			

Start Your Search Displaying 1 - 6 of 6 results

Search Profiles

Search by knowledge of topic

First Name

Last Name

Job Title

Parent Center Name

Phone

Language(s)

City

State

Full Name	State	Content Areas	Language(s)
,			English (US)
,			English (US)
,			English (US)
,			English (US)
,			English (US)
Williams, Brian			

Displaying 1 - 6 of 6 total results

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.

2 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!