



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

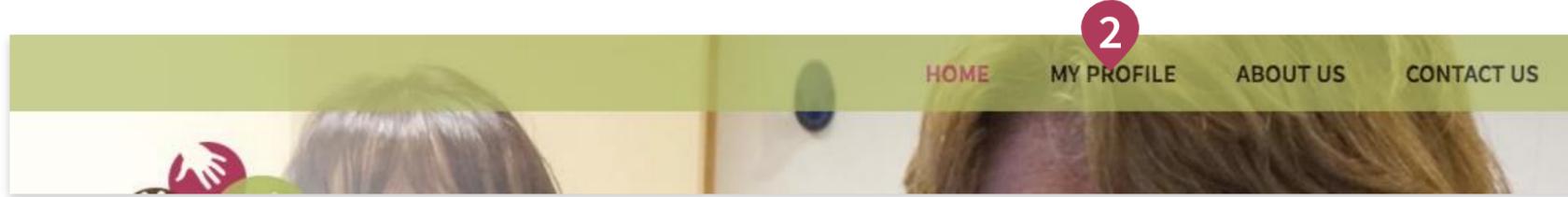
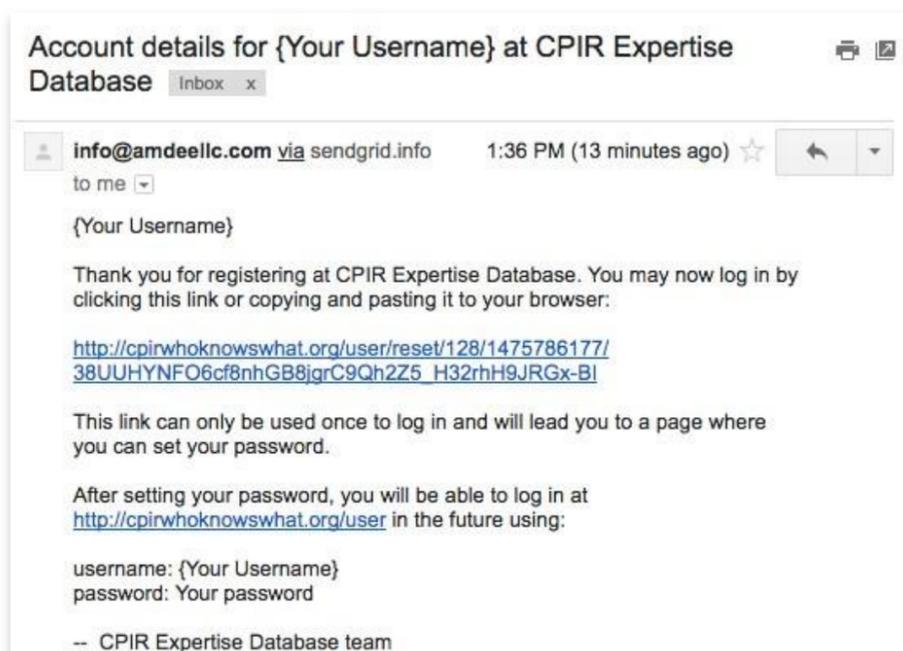
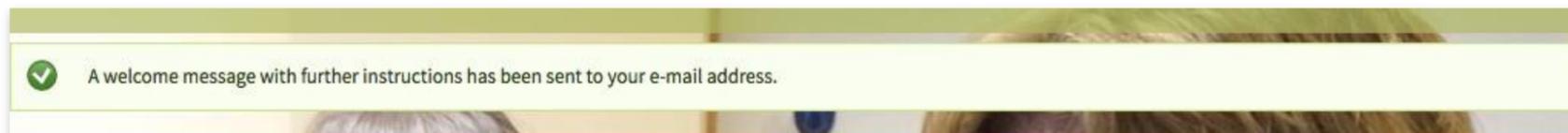
INTRODUCTION

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.

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HOW TO CREATE A NEW ACCOUNT

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

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.

HOW TO CREATE A NEW ACCOUNT (CONTINUED)

HOME MY PROFILE ABOUT US CONTACT US

Center for Parent Information & 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

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

6

New password *

Confirm new password *

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 ✓ Your password has been changed.

- 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.
- 8 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 & 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 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!

HOW TO RESET PASSWORD

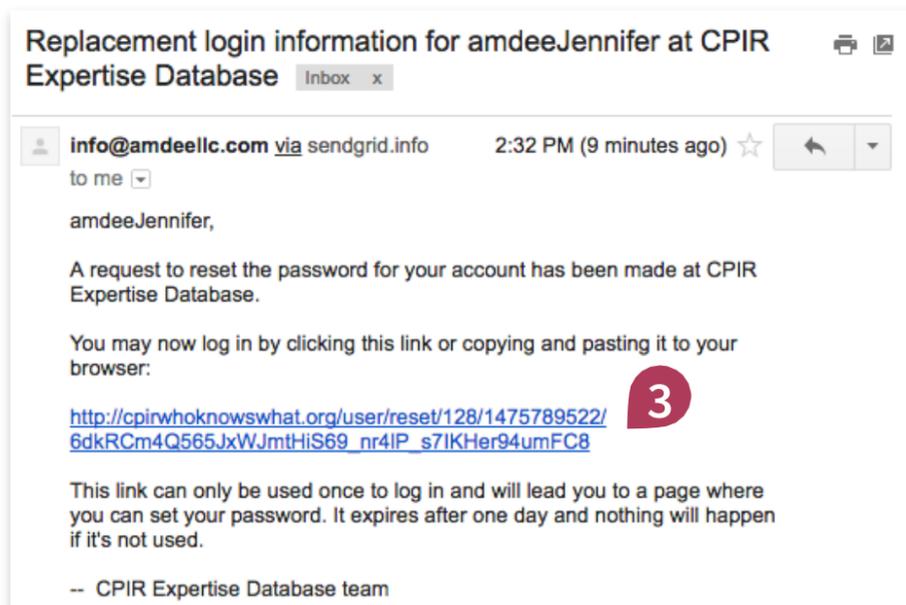
Center for Parent Information & Resources

HOME / USER ACCOUNT / USER ACCOUNT

Create new account Log in Request new password

Username or email address *

Email new password



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.

You're done!

HOW TO CREATE A PROFILE

Center for Parent Information & Resources

HOME / {YOUR USERNAME} / EDIT / {YOUR USERNAME}

1

View Edit Change Password

Update My Profile

2

First Name Last Name

Email address *

youremail@email.com

A valid email address is required. All emails from the system will be sent to this address (e.g., password reset, news, and notifications). This email address is not public and will be visible only to authorized users.

Want to change your email address? Enter your password first.

Job Title

Parent Center Name or Organization Name

City State

Phone

Language(s)

- None -
English (US)
English (UK)
Albanian

What languages are you proficient in? Tip: Hold the control/ctrl (Win) or command/⌘ (Mac) key and click to select multiple options.

National Advisory Committees/Boards/Workgroups

Do you serve on any National Advisory Committees/Boards/Workgroups? Please list these in the box below.

3

Content Specialties

Indicate the content areas/topics in which you are willing to share your expertise.

General

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

Non-Profit Management

- Data Use & Analysis
- Development - Fundraising
- Development - Grant Writing
- Evaluation Strategies
- Evaluation/Review
- Family-Centered Services
- Implementation Science
- Management - Personnel

Technology

- Social Media
- Technology - Agency Management
- Technology - Program Delivery
- Website Management

Early Childhood

- Early Intervention Service
- Early Learning Outcomes
- EI Family Outcomes
- Transition to Kindergarten

School Aged

- Accommodations & Modifications
- Assessments - Academic
- Assessments - Non Academic
- Career Readiness
- College Readiness
- Curriculum Development
- Differentiated Instruction
- Disproportionality

Youth

- Postsecondary Options - Career
- Postsecondary Options - Education
- Self-Determination
- Transition from School to Adult Life
- Youth Leadership
- Youth Self-Advocacy

Save 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

HOME SEARCH MY PROFILE ABOUT US CONTACT US LOG OUT

Center for Parent Information & 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)
Williams, Brian			

2

2

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)
Williams, Brian			

3

3

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!