



How do I update my contact information?

- Under "My Profile", click on "Edit My Information" to verify/update all addresses, phone numbers, and emails.

Where can I buy CPSE merchandise or pay a fee online?

- Click on the "Online Store" tab at the top of the page to purchase merchandise and pay your designation and registered agency fees.
- Add/update shipping and billing information for the credit card being used.

How can I register for an upcoming event?

- Either click on the "Browse Events" link under "Events" or the "Upcoming Events" tab at top of the page to register for workshops and conference.
- Select the event
- Scroll to the bottom of event page, and under Event Tasks click "Register for this Event".
- Verify/update billing information to for the credit card being used to complete registration.

If your department/organization is a registered, applicant, candidate, or accredited agency and you are the Agency Head or Accreditation Manager, you will see under your "My Profile" that you are linked to your organization's record. By clicking on the organization link, you have the ability to:

- Update your organization's information by clicking on "Edit My Information".
 - You will be able to update address, phone number(s), email address, and department demographics.
- View your organization's linked employees by clicking on "Manage Organization Contacts".
 - If you see employees who are no longer with your department, please click "Change" and put an end date.

CPSE Portal Instructions

- Under "Tasks", you can add missing department/organization contacts, by either selecting an individual already in our database, or creating a new account for them.
- Register multiple people from your organization for a workshop or conference.
 - Select the event, and scroll to the bottom of the page.
 - Click "Manage Group Registration for (your organization)".
 - Under "Group Registration Tasks" click "Add a Registration".
 - Scroll through the list and select the first individual and click continue
 - Repeat until all desired individuals have been added and then click "Complete Group Registration".
 - Verify/update billing information to complete registration.