

## Accessing your CPM account & registering for events

Looking to register for one of our upcoming education opportunities? Or simply want to access your benefits as a member of Care Providers of Minnesota? Here's what you can do to make that easier!

### Check if you have a pre-existing account with us

Most members of CPM (and frequently visiting non-members) will already have an account that's been made for them! That account is typically tied to the individual's work email and can be checked for by visiting our Sign In page and entering that email address into the "Forgot username?" page's prompt box.

If that email address exists in our system, you'll receive an email from us with the username to your account. Please be sure to check your junk mail folder if you don't see it in your inbox! Otherwise, you'll need to request a new account from us.

If you know your username and can't remember your password, you'll follow similar steps through using our "Forgot password?" page. However, instead of entering your email address, you'll need to enter your account's username instead. Please note that usernames are not necessarily the same as your email address, so please double-check your username with the instructions previously mentioned if you only remember the email associated with your account.

## Sign In

**Username**

**Password**

**Sign In**

[Forgot username?](#) | [Forgot password?](#)

If you find that you aren't receiving any emails from us after either step, feel free to navigate back to the Sign In page, scroll down to the section titled "Don't have login information?", and click the link to the request form for a new account. Once you've filled out the form, our database team will get back to you within 24-48 hours of your submission with your new credentials!

### Registering for educational events with CPM

To be registered for any of our events and earn continuing education credits, you and any other member of your organization who would like to sign up must have a profile set up in our system (there wouldn't be a place for us to assign your CEs otherwise!).

The screenshot shows the Care Providers of Minnesota website. The top navigation bar includes links for "Join", "Contact Us", "Shop", and a "Sign in" button. The main navigation menu features "ABOUT", "ADVOCACY", "EDUCATION", "EVENTS", "GET INVOLVED", "REGULATIONS & COMPLIANCE", "RESOURCE CENTER", and "WORKFORCE & CAREERS". The "EVENTS" menu is open, showing options like "Assisted Living Summit", "Convention & Expo", "Event Calendar", "Day at the Capitol", "Foundation Golf Tournament", and "Region Forums". The "Event Calendar" option is highlighted with a yellow box. The main content area features a section titled "Upcoming regulatory webinar" with a "REGISTER" button. The background of the page shows a blurred image of a desk with a computer monitor and keyboard.

Find events from the “Upcoming events” section on the home page, or within the “events” tab, as seen above. Individuals can take the first step to registering on their own by logging into their CPM account and once you’ve found the event you would like to register for, click its tab within the calendar and scroll towards the bottom of the event’s page until you see the registration panel. If you have yet to sign into your account, this panel will not allow you to proceed any further until you do so. If you are already signed in, the panel will be populated with your name and a “Register” button. Clicking this button will reload the page and repopulate the panel with your title and employer details for you to confirm or correct as needed. Please note that depending on what the event is, you may be prompted to check out with payment and/or answer additional questions before your registration process can be completed.

If you would like to register multiple people from your organization at the same time, please send a list containing each person’s first and last name, title, and work email to Peyton Whitesitt ([pwhitesitt@careproviders.org](mailto:pwhitesitt@careproviders.org)). If any person on your list hasn’t previously existed in our database, a profile will be created on their behalf, and they will be registered by us after it’s been finalized. Accounts may also be requested by the individual to access their new profile and the CPM website after 24 hours have passed since its creation. When an individual has been successfully registered for an event, they will receive a confirmation email in their inbox from us shortly afterwards. Registration status can also be verified by visiting the “My Participation” tab in your profile with us or contacting Peyton Whitesitt via email.