

CPD2 (New CPD)  
CCHMC/UCH/SHC Login and Registration

Please ctrl+click this [link](#).

Click on **New User?** (top right in the red banner)

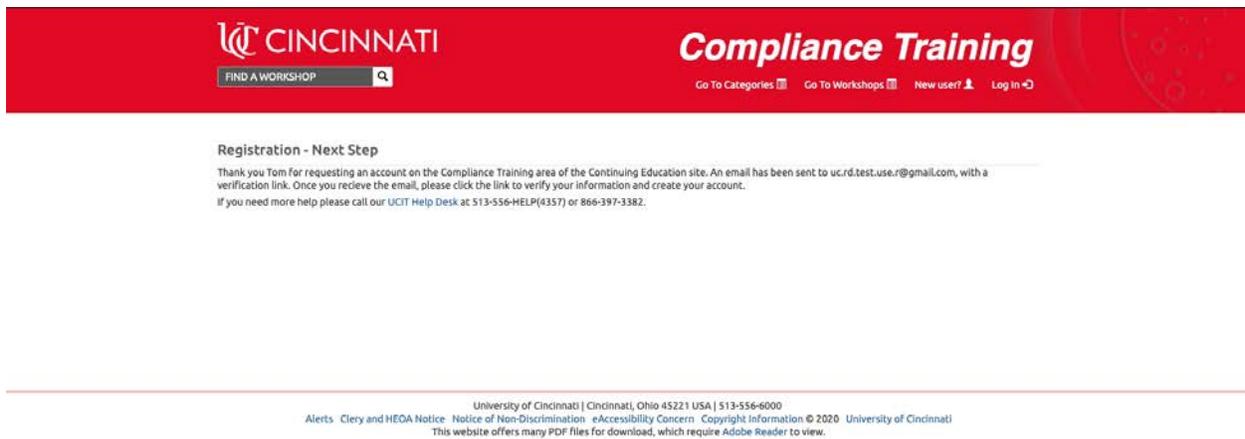
Create an account by filling in the required fields. (Please use your CCHMC/UCH/SHC email, if possible)

**\*\*All users of this training system must have a "UC" account**

**\*\*\*For CCHMC/UCH/SHC users this is called a "Guest" account"**

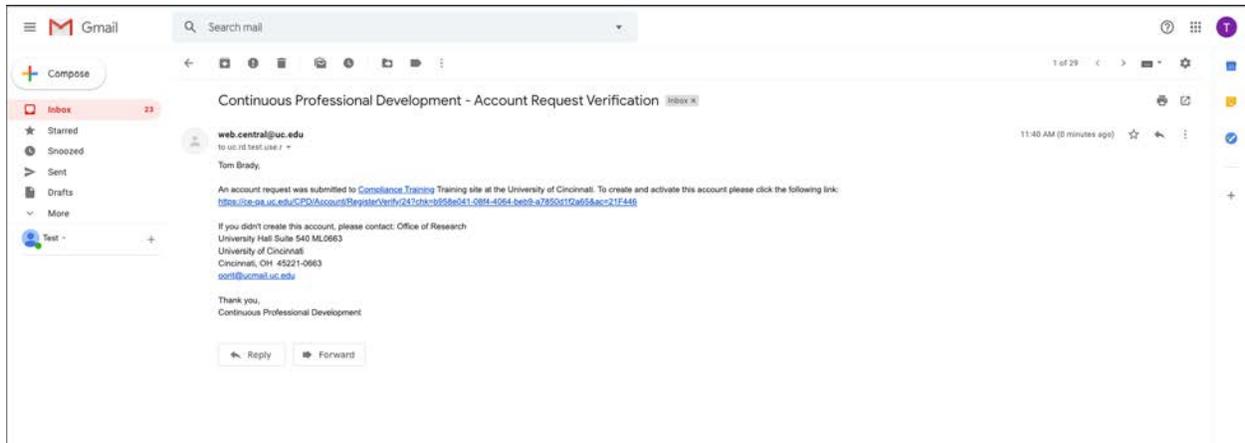
Click "register"

When UC Identity Management **does NOT recognize you**, you will receive an email that looks like this:



Go to your CCHMC/UCH/SHC email (or the email you entered) and click on the activation link sent to you from Continuous Professional Development.

An example is provided below:



After you click the activation link in the email, your account will be activated and the screen on the CPD2 system will now state "Registration + Next Step."

The screenshot shows the 'Registration - Next Step' page on the UC Cincinnati Compliance Training website. The page has a red header with the UC Cincinnati logo and 'Compliance Training' text. Below the header, there is a search bar and navigation links. The main content area contains the following text:

**Registration - Next Step**  
Thank you Tom for creating an account on the Compliance Training area of the Continuing Education site, here is your new login credentials:

**Your Username is: bradyto**

**Your temporary Password is: Ucl08031977**

Please write down your username and password.  
You can [UC Login](#) using your new credentials above.

If you need more help please call our [UCIT Help Desk](#) at 513-556-HELP(4357) or 866-397-3382.

At the bottom, there is a footer with contact information and a disclaimer: "University of Cincinnati | Cincinnati, Ohio 45221 USA | 513-556-6000. Alerts Clery and HEQA Notice Notice of Non-Discrimination eAccessibility Concern Copyright Information © 2020 University of Cincinnati. This website offers many PDF files for download, which require Adobe Reader to view."

Click on the **UC Login** link and you will see this screen:

The screenshot shows the UC Cincinnati login page. It features a dark background with the UC Cincinnati logo in the top right corner. The page includes a 'Sign in to: ce.uc.edu' header, a 'Username' input field, a 'Password' input field, and a red 'Log In' button. Below the login fields, there is a 'Need Help?' section with links for 'Get My Username', 'Change My Password', and 'Forgot My Password'. It also provides contact information for the IT@UC Service Desk. At the bottom, there is a disclaimer: "By using this service you agree to adhere to UC Information Security Policies."

**Please click on [Change my password](#).** Use your 6+2 (username) and the password sent to you in the email. The password should be your Date of Birth as part of the password in this format:  
Uclmm/dd/yyyy

After your password is changed, please repeat the ctrl + click [link](#) again.

Click **Login** (again) (top right in the red banner)

Click on **Use UC Login** Use your "6+2" username and *your new password*.

Once you are logged in to the CPD2 training application, click on the Radiation Safety Training Icon:

## Radiation Safety Training



Click on the small blue box that says "**Refine Search**" (top right)

In the **Category** drop down box, choose Radiation Safety Training (last one)

Click Filter

Scroll down until you find the appropriate **Training** workshop (training date) you are interested in.

Click on **Register** to the right of the page

A pop-up box will appear

Scroll to the bottom and click on the green **Register** button

You should receive a registration confirmation email.