

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

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

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

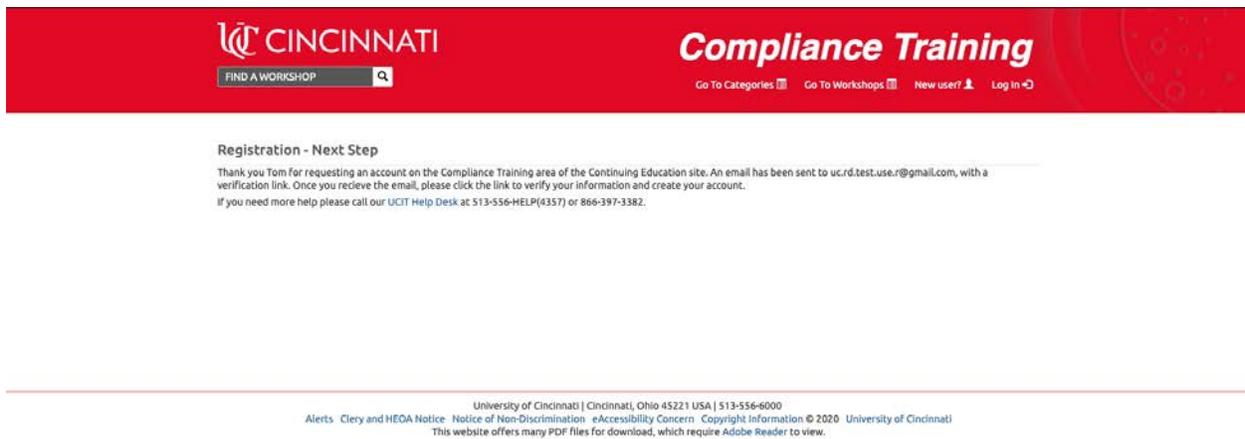
Create an account by filling in the required fields. (Please use your CCHMC/UCH/SHC email, if possible)

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

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

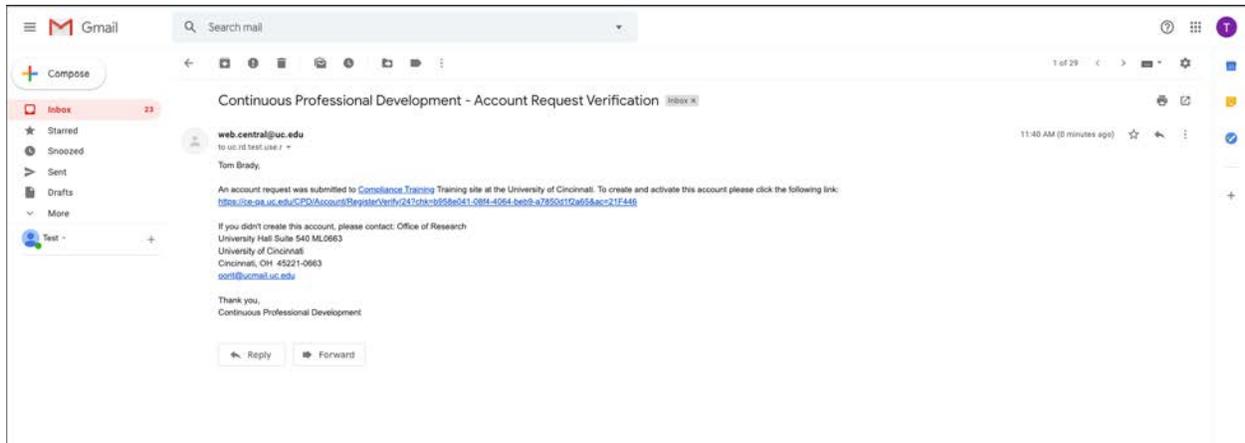
Click "register"

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 top navigation bar of the UC Cincinnati Compliance Training website. The header includes the UC Cincinnati logo, a search bar labeled "FIND A WORKSHOP", and the text "Compliance Training". Navigation links include "Go To Categories", "Go To Workshops", "New user?", and "Log In". The main content area is titled "Registration - Next Step" and contains the following text: "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.", and "If you need more help please call our UCIT Help Desk at 513-556-HELP(4357) or 866-397-3382." The footer contains contact information for the University of Cincinnati and a disclaimer about PDF files.

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" label, 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", along with contact information for the IT@UC Service Desk. At the bottom, there is a statement: "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.