**Online Registration**

Participants will register through the Nutrition Services Division’s new online registration using the Child Nutrition Information and Payment System (CNIPS). Please review the instructions below **before** starting the registration process.

The CNIPS is tentatively scheduled to be upgraded in May. If you are unable to log into the system, please try again later.

**Child Nutrition Program Sponsors Instructions**

Potential Attendee:

* Obtain your agency’s five–digit CNIPS ID number *OR* personal User ID and password to use for registration.
* Please visit the CDE CNIPS Web page at <https://www.cnips.ca.gov/ccgCnpTraining/training/trainingRegistration_2.aspx> to connect to CNIPS and begin the online registration process.
* Use your agency’s CNIPS ID or personal User ID and password to register, following the system prompts as shown below:
	+ Program Training Available Screen—Select All
	+ Available Training(s)—Make it Right! Lunch Menu Planning Workshop
	+ Available Training Location—Select preferred time and location
* After completing the Attendee Information and **before**exiting the system, **print the Training Confirmation** (last screen in the online registration process). This is your ONLY record.

**Training Registration Cancellation Procedure**

The number of participants for this training is limited. If you are unable to attend, please contact the CNIPS Help Desk by telephone at 800-952-5609, option 6, or by e-mail at CNIPS@cde.ca.gov to cancel your registration. Please provide your registration confirmation number, if possible, when cancelling your registration.

If you need assistance with online registration, please contact the CNIPS Help Desk weekdays from 8 a.m. to 4:30 p.m. by telephone at 1-800-952-5609, option 6, or by e-mail at CNIPS@cde.ca.gov.

Please direct questions regarding the course to Grace Huppert by e-mail at [ghuppert@cde.ca.gov](file:///C%3A%5CUsers%5Cghuppert%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C09GJWA0U%5Cghuppert%40cde.ca.gov) or by telephone at 916-322-1563.