

## DIRECTIONS FOR CHILD PROTECTION REGISTRY

#1 Fill out the form and save it to your computer

#2 Go to the website and click on “New Individual Registration” and register

#3 You will receive an email and you will be given a link to change your password

#4 Once that is done, click on Create New CPR Request, fill out and click on “confirm”

#5 Click link to upload consent form, and then click review and save in the upper right hand corner

#6 Click on tab that says Contingent to Payment and make your payment of \$14 and submit

#7 You will need to log back in, normally within 24 hours to get your results, so please do not forget your user name and password. Download results and return to the Office of Clinical and Field Experiences, EH 110 or email to April Mahoney at [amahoney@desu.edu](mailto:amahoney@desu.edu)