**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](mailto: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](mailto:CNIPS@cde.ca.gov).

Please direct questions regarding the course to Grace Huppert by e-mail at [ghuppert@cde.ca.gov](file:///C:\Users\ghuppert\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\09GJWA0U\ghuppert@cde.ca.gov) or by telephone at 916-322-1563.