Instructions for registering for mandatory CHSP workshops (24-26 Funding Cycle)

If not already registered as an agency:

- Go to <u>www.chspportal.org</u>
- Go to the "Partner Agencies" tab at the top of the page.
- Register your agency.
- Follow instructions below for registering for workshop.

Register as an Agency Enter your agency name First Name Last Name Email Confirm Email Cell Phone Work Phone Street Address City Select a State Zip Register Your Account

If already registered as an agency:

- Log in to your agency account at <u>www.chspportal.org</u>.
- On the Agency Profile page, you will see a link to register for the workshop.
- Only one registration per agency is needed, though multiple representatives may attend.

