SCORES REPORTER 3.0 USER GUIDE

How do I log in?

ENTER YOUR USERNAME AND PASSWORD

2 CLICK LOG IN

3

USE THE FORGOT PASSWORD LINK IF YOU HAVE MISPLACED YOUR LOG IN INFORMATION



You will receive an email from "CYPQ Portal <u>portal@cypq.org</u>" giving you your username name and password. The subject of that email will be "Welcome to the CYPQ Online Portal!"

NOTE: these emails are occasionally redirected to spam and/or junk folders, so if you don't receive an email with this information and you are expecting one, make sure to check all spam and junk folders.

Once the welcome email has been received click the '<u>portal.cypq.org</u>' link in the email or type <u>portal.cypq.org</u> into your internet browser's address bar.

This will bring you to the login screen (depicted below).

DAVID P. WEIKART CENTER FOR YOUT PROGRAM QUALITY	H /
Jsername	
Password	
Log In	
Forgot your password?	
By signing in, you agree to our Privacy	Policy

Enter the login information (username and password) provided in the welcome email

NOTE: To avoid improperly entering information, it may be easier for some users to copy the login information from the email and paste it in the respective fields.

- 2. Click 'Log In'.
- 3. If you have forgotten your password, click the 'forgot your password?' prompt below the 'Log In' button and you will be asked to give your username (email address). Once this has been entered, click 'send' and you will receive an email with a new password.

