

# CACFP Training Calendar Access Account Form

Email this form to Kendra Merveldt at Kendra.Merveldt@sde.ok.gov

All information requested on this form is required. If a form is lacking any of the following information, access to the system will not be given.

Agreement Number:	Facility Name:	
First Name:	Middle Initial:	Last Name:
Please select ONE security question and supply answer:		
Answer:		
Choose a 4 digit Personal Identification Number (PIN):		

The following security questions to choose from above are:

- a) Mothers Maiden Name?
- b) Name of First Pet?
- c) Favorite Color?
- d) City of Birth?

User Email Address:

Phone Number:

This will only give the user access to the Training Calendar to register for trainings. The user will not be able change anything in the application and agreement or enter claim information. If they need access to anything other than the Training Calendar, a Certificate of Authority and a color copy of their driver's license/state issued identification will need to be filled out and sent in to our office.



## Step-by-step instructions on how to register:

1. Go to the CACFP Online Application System:  
<https://cnp.sde.ok.gov/CACFP/SNPWelcomeM.aspx>
2. Log into the system using your assigned username & log-in
3. Go to the side panel (mustard yellow column on the left-hand side)
4. Click on Training Calendar
5. Look at all the Titles and Dates of the Trainings available (Many times there are multiple pages of trainings. Click through all pages to find the training and date preferred)
6. Select Details for the Training you would like to attend.
7. Scroll to the bottom of the details section and Fill out the information – Name, Title, and Institution you are under.

**The Zoom link is located in the Details/Comments box of the training you are attending.**

***You will need to copy and paste the link in the comments box to your internet browser.***

*We send out training information before the training date. At this time, they these emails will continue to go to the person listed on the Business Maintenance page. Unfortunately, this is how the system works. Soon we hope to have the registered person put in their email address and it will go directly to them.*