How to use CPCS-ON System: LOGGING IN & MANAGING USERS

CP Construction Plant
CS Competence Scheme

Things you will need:

- The email sent to you with your Username and Password.
- The web address where the system is located, given to you in the same e-mail.

What is the basic system functionality:

- CPCS-On will let an individual:
  - log-in
  - change their password
  - reset their password
  - manage Users

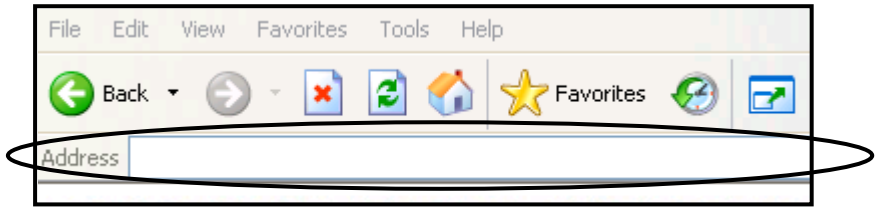
Summary of steps to complete the process:

- **Step One:** Open the webpage
- **Step Two:** Log-in
- **Step Three:** Change your password
- **Step Four:** How to reset your password
- **Step Five:** How to manage users.

1. Step One: Open the webpage

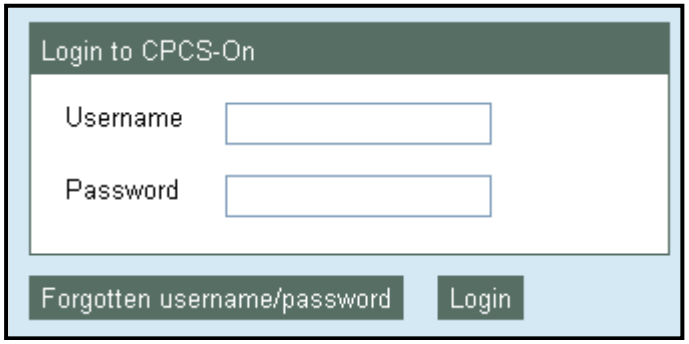
1.1. Click on the link sent to you in the email or copy and paste the link into your web browser address bar.

1.2. For Internet Explorer the address bar is located at the top of the screen and looks like below:



1.3. Click on the **Go** button.

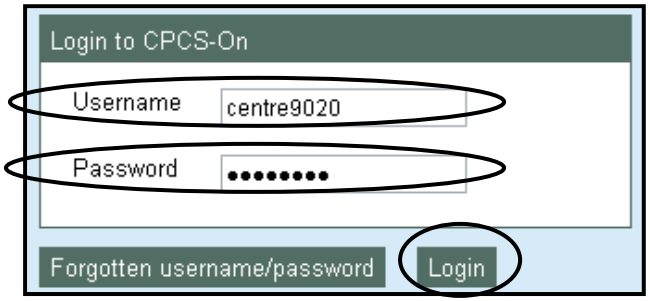
1.4. You will now be at the CPCS-On Login Page.



2. Step Two: Log-in

2.1. Enter your **Username** and **Password** supplied on the email into the boxes.

2.2. Click on the **Login** button.



Note: Username and Password are case sensitive.

3. Step Three: Change your Password

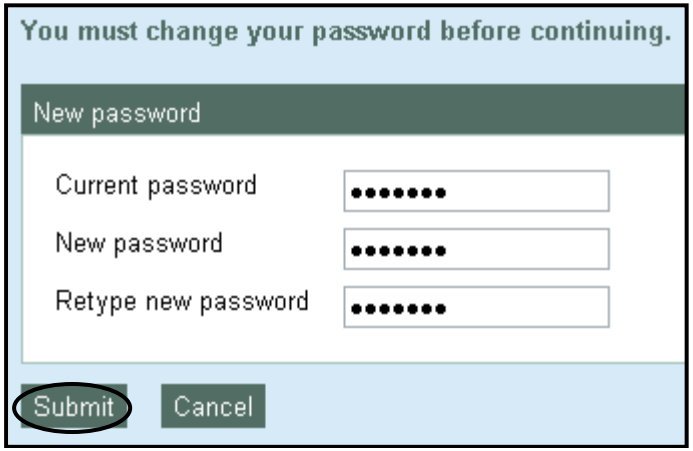
3.1. After you have logged in for the first time you must change your password before continuing.

3.2. Enter your emailed password into the **Current password** box and then a password of your choice into the **New password** and **Retype new password** boxes.

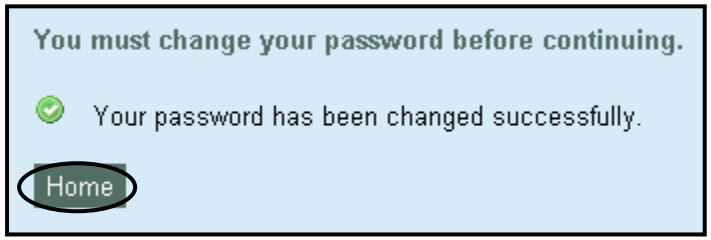
3.3. Your new password must contain:

- At least six characters
- One character must be any of the following:
  - ! £ $ % ^ & * @ #
- Spaces are not allowed.

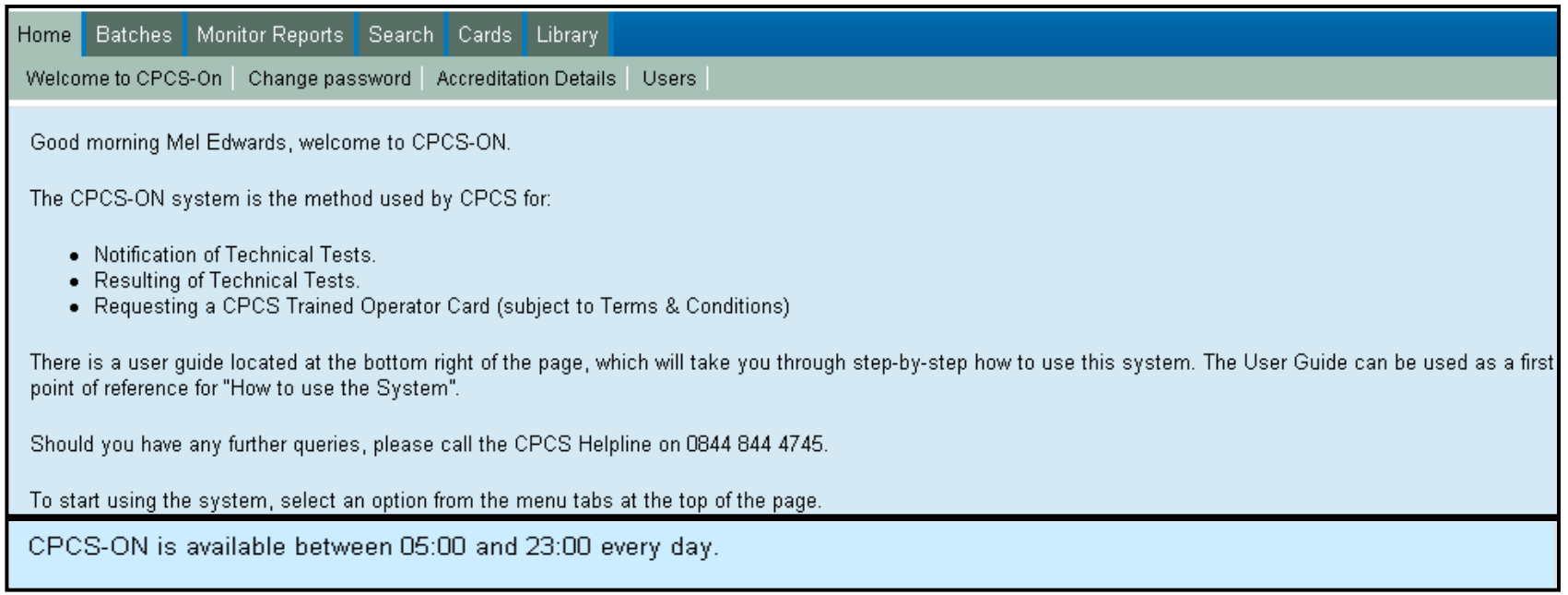
3.4. Click on the **Submit** button.



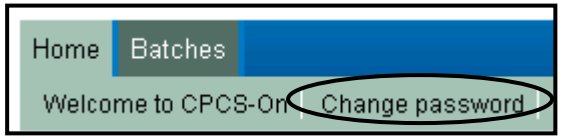
3.5. You will get a message stating that your password has been changed successfully and a confirmation email will be sent to you with your new password.



3.6. Click on the **Home** button and you will be taken to the CPCS-On Welcome Page.



3.7. You can change your password at any time by selecting the Change password on the menu bar as below.

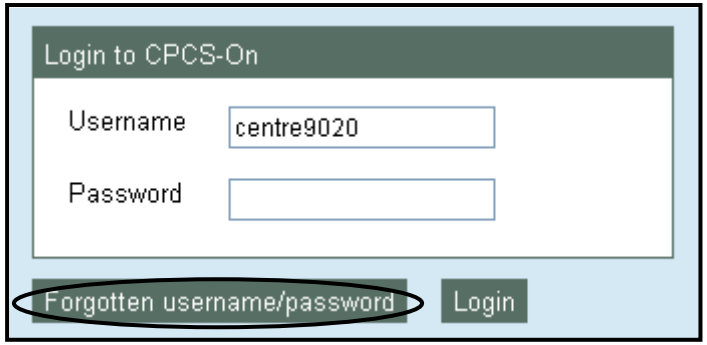


3.8. If you have forgotten your Username, another user can view your Centres users by clicking on the **Users** button, alternatively call the CPCS helpline on 0844 844 4745.

4. Step Four: How to reset your password

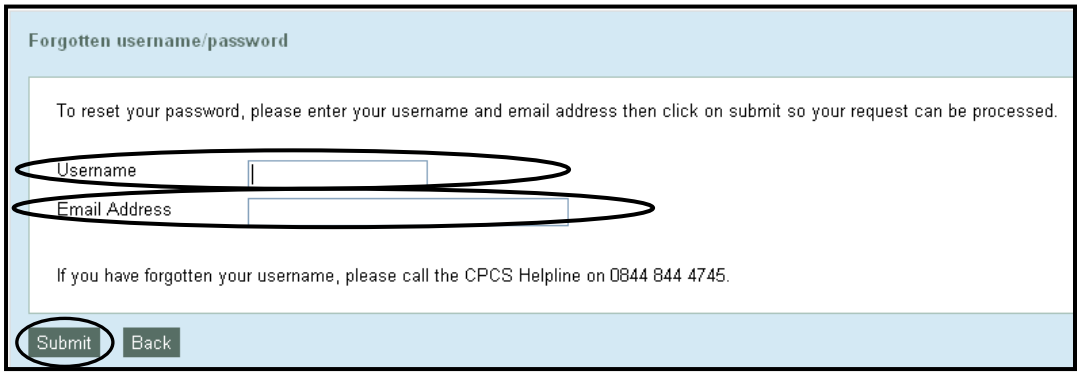
4.1. This system provides you with a password retrieval process, therefore avoiding you having to call an admin office to reset your password.

4.2. Click on the **Forgotten username/password** button available on the login page.

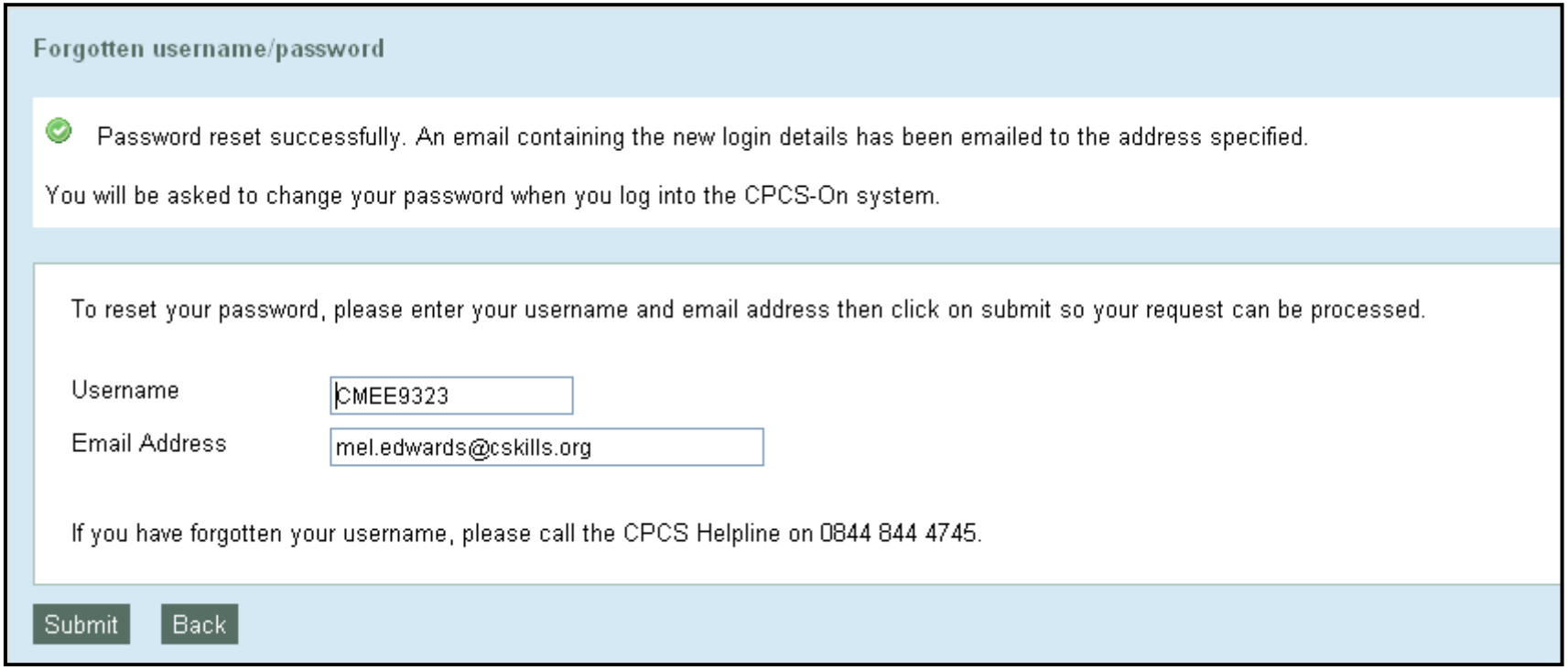


4.3. Enter your **Username** and **Email Address** into the boxes.

4.4. Click on the **Submit** button.



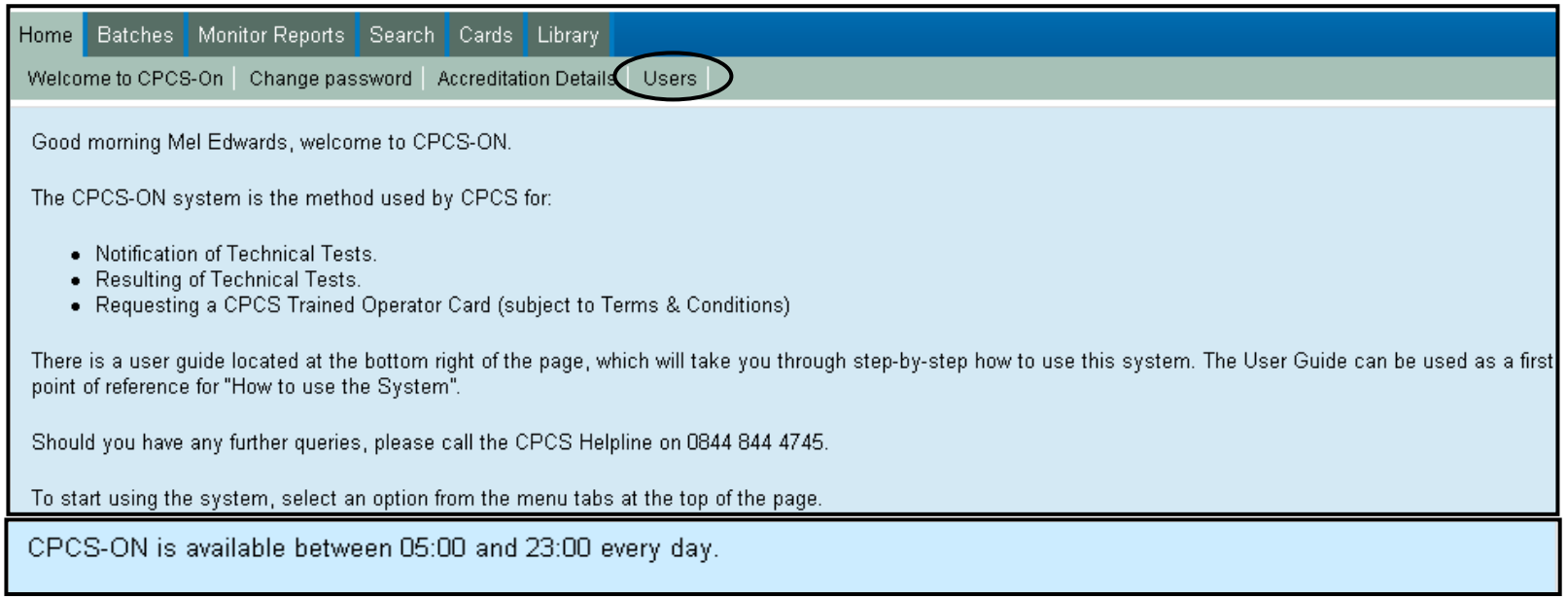
4.5. You will get a message stating that your password has been reset successfully and that you will be asked to change your password when you log into the CPCS-On System. A confirmation email will be sent to you with your new password.



5. Step Five: How to manage users

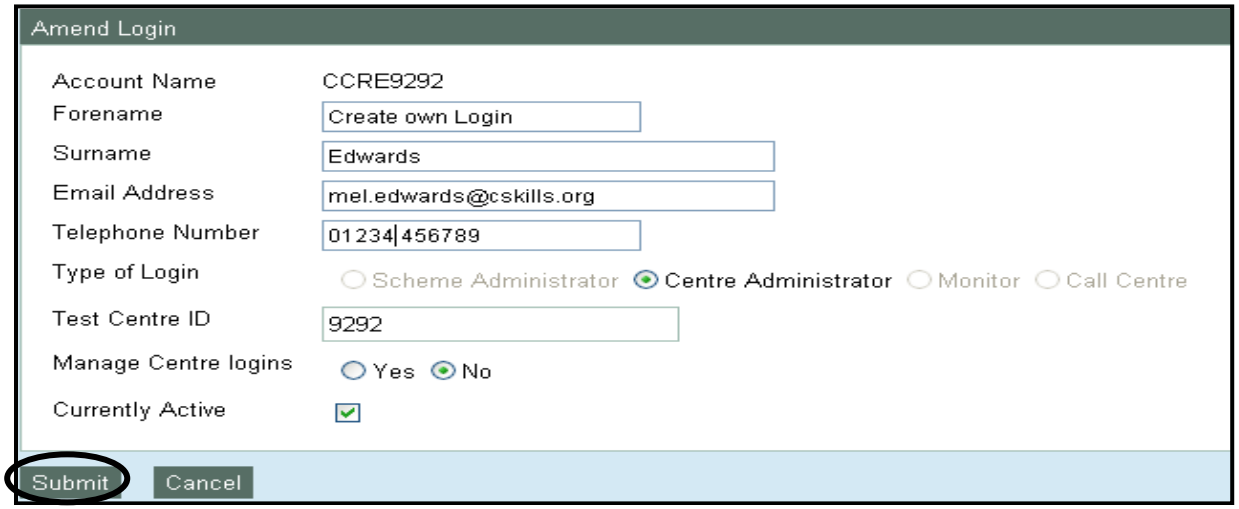
5.1. This system enables authorised users to manage their Test Centres logins. To gain initial authorisation to manage all logins for your Test Centre, e-mail ***cpcs.product@citb.co.uk*** from your Test Centres e-mail account held by CPCS, giving the Forename & Surname of the individual who requires authorisation to manage users. Please note that there is no limit to the number of Test centre users who can manage logins.

5.2. From the **Home** page click on the **Users** button and you will be taken to a list of your Test Centres users. The individual(s) who has been given authorisation to manage users will have a tick (✓) against them in the Manage Users column.



Login Name	Forename	Surname	Email Address	Telephone Number	Manage Users	Active	
CMELE9292	Mel	Edwards	mel.edwards@cskills.org	01234 5 6789	✓	✓	Edit
CPAC9292	Melanie	Edwards	mel.edwards@cskills.org	Managed by Mel E			Edit
CCRE9292	Create own Login	Edwards	mel.edwards@cskills.org	01234 456789		✓	Edit
CMAF9292	Marie	Frost	mel.edwards@cskills.org	1		✓	Edit

5.3. To manage users at your Test Centre click on the **Edit** button and you will be taken to a new page:



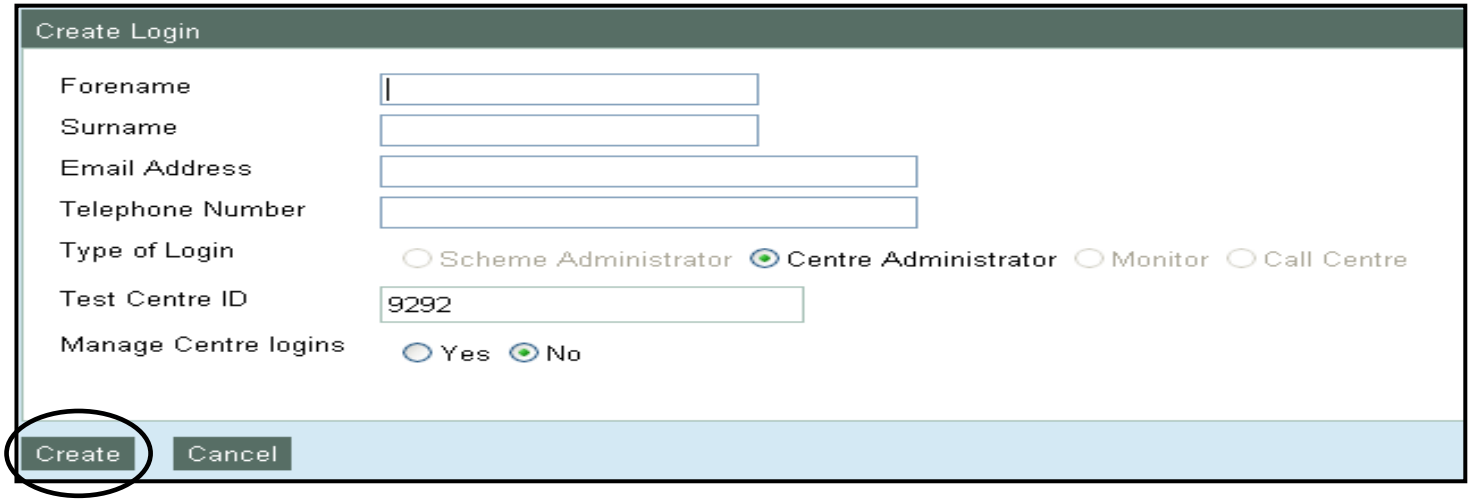
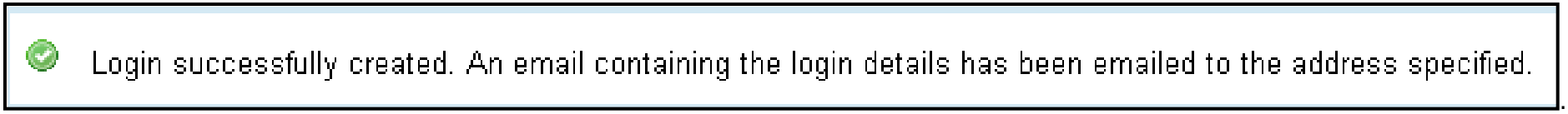
5.4. From this page you will be able to edit the following fields:

- Forename
- Surname
- E-mail address
- Telephone Number
- Manage Centre logins (give other users authorisation to manage users)
- Currently Active (Un-tick the box to deactivate that users Login).

5.5. If an amendment has been made then click on **Submit** button for changes to be actioned and you will be returned to your list of Test Centre logins.

5.6. To create a new login for an individual at your Test Centre click on the **Create Login** button.

5.7. A new screen will appear, enter the **Forename, Surname, e-mail address, Telephone Number** and **click** whether you wish that individual to Manage Centre Logins and then click the **Create** button.



5.8. You will get a message stating that your Login was successfully created and a confirmation e-mail will be sent to the individual who the new login was created for with their Username and Password.