

## CPME PORTAL INSTRUCTIONS

Programs can now submit documents (e.g. pre-evaluation, progress reports, team reports and responses, etc.) using CPME's portal. Please note the documents must include a signed cover letter detailing the institution's request and all requested information. Access to the CPME portal can be found in the upper right-hand corner of the Council's main page (cpme.org).

### **Uploading the Files**

- Log in to the portal using this [link](#).

### **Login Instructions:**

- Enter your **email address** and **portal password** if you already have one.
- If you do not have a portal password for the New Portal - Click the **Create/Reset password** link. You will receive an email to create a new password.
- After creating your new password, log in using your email and new password.
- Once logged in, locate the **Files section**
- Click in the **Title** (required) box. Enter the name of the file being uploaded.
- A **Description** of the file is optional.
- Click in the **Program box** and click on the program name.
- Click **Select File**; select file.
- Click **Upload file**.