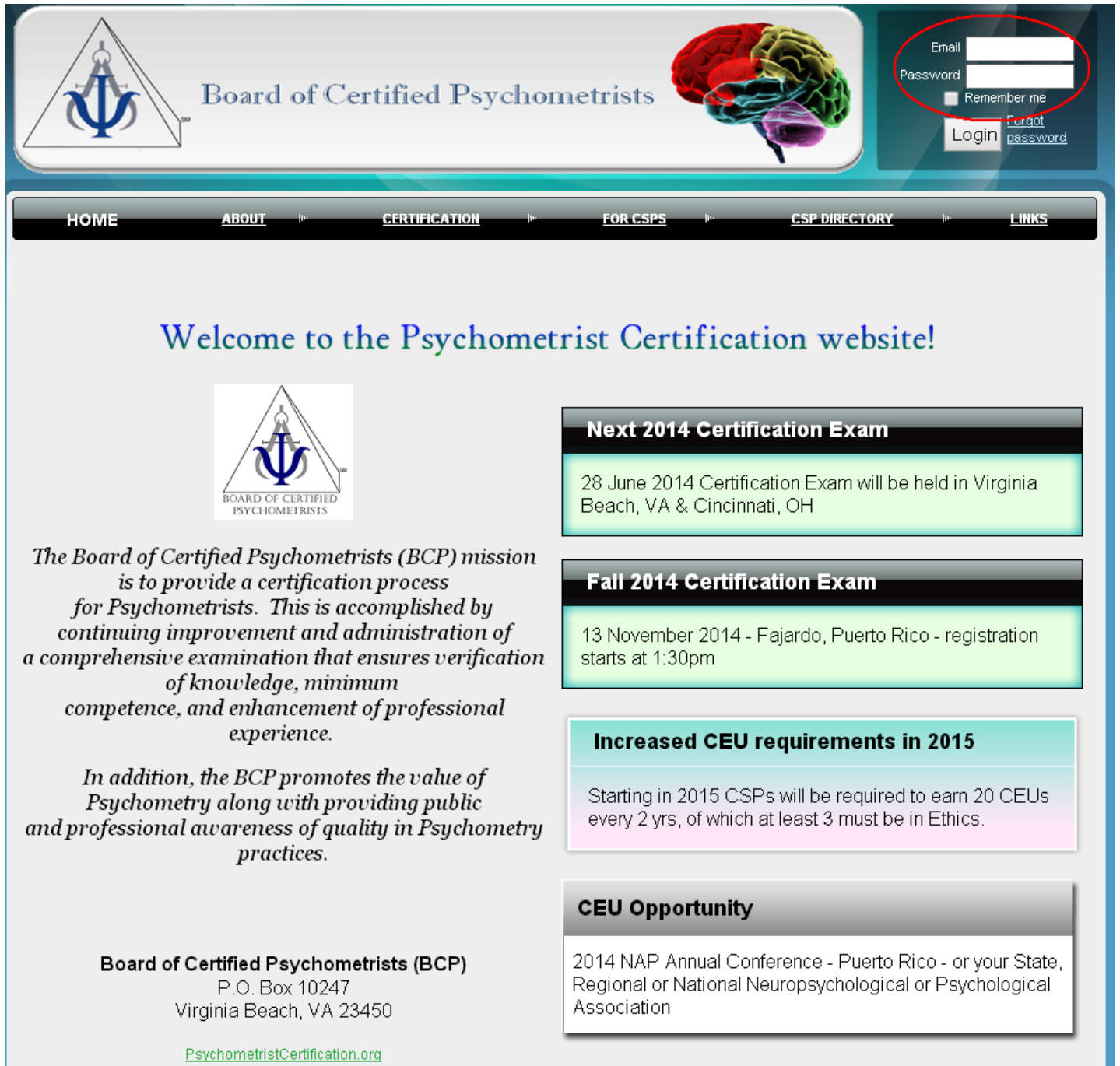


BCP – CSP Website Login instructions

1. Go to: <http://psychometristcertification.org/>
2. **Login** in the upper right corner, using your email address – in most cases this is your work email address.
 - a. If this is your first login, please click on **Forgot Password** and follow the instructions – use the email you used when you applied to sit for the CSP exam (this is the email on file with the BCP – in most cases this is your work email address).



The screenshot shows the homepage of the Board of Certified Psychometrists. At the top left is the organization's logo, a triangle containing a caduceus. To its right is the text "Board of Certified Psychometrists" and a 3D brain model. In the top right corner, a login form is highlighted with a red circle, containing fields for "Email" and "Password", a "Remember me" checkbox, and "Login" and "Forgot password" buttons. Below the header is a navigation menu with links for HOME, ABOUT, CERTIFICATION, FOR CSPS, CSP DIRECTORY, and LINKS. The main content area features a large blue heading: "Welcome to the Psychometrist Certification website!". Below this is a smaller version of the logo and the text: "The Board of Certified Psychometrists (BCP) mission is to provide a certification process for Psychometrists. This is accomplished by continuing improvement and administration of a comprehensive examination that ensures verification of knowledge, minimum competence, and enhancement of professional experience. In addition, the BCP promotes the value of Psychometry along with providing public and professional awareness of quality in Psychometry practices." To the right of this text are three informational boxes: "Next 2014 Certification Exam" (28 June 2014 in Virginia Beach, VA & Cincinnati, OH), "Fall 2014 Certification Exam" (13 November 2014 in Fajardo, Puerto Rico), and "Increased CEU requirements in 2015" (starting in 2015, 20 CEUs every 2 years, with at least 3 in Ethics). At the bottom left, contact information for the BCP is provided: P.O. Box 10247, Virginia Beach, VA 23450, and the website URL PsychometristCertification.org. At the bottom right, a "CEU Opportunity" box mentions the 2014 NAP Annual Conference in Puerto Rico or other regional/national associations.

3. View Profile:

The screenshot shows the top navigation bar of the Board of Certified Psychometrists website. On the left is the organization's logo, a triangle containing a caduceus. To its right is the text "Board of Certified Psychometrists". On the far right is a 3D brain model. In the top right corner, there are three links: "View profile" (circled in red), "Change password", and a "Logout" button. Below the navigation bar is a dark grey menu with links for "HOME", "ABOUT", "CERTIFICATION", "FOR CSPS", "CSP DIRECTORY", and "LINKS". A large white banner below the menu contains the text "Welcome to the Psychometrist Certification website!"

4. Edit Profile:

This screenshot shows the "My profile" page. At the top, the user's name is "(Lapsed) Hypothetical Tom AaSample". Below the name are links for "View profile", "Change password", and a "Logout" button. The navigation bar is identical to the previous screenshot. The main content area is titled "My profile" and contains several links: "Profile" (with a warning icon), "Privacy", "Email subscriptions", "Member photo albums", and "Invoices and payments". The "Edit profile" button is circled in red. Red arrows point from the "Email subscriptions" link to the text "Please select check all email subscriptions to ensure you will receive updates from the BCP." and from the "Member photo albums" link to "Add your own photo album! :)". Another red arrow points from the "Invoices and payments" link to the text "Please ignore this last link, CSP Renewals are handled via another method." A final red arrow points from the "Profile" link to the text "Please update your Profile first to ensure all contact information is correct." and another from the "Privacy" link to "You can select your own privacy settings." At the bottom right, a text box says "Edit your information below - and click Save at the bottom of the page to save your selections." A green bar at the bottom of the page is labeled "Membership details".

5. Privacy Settings:

Board of Certified Psychometrists

(Lapsed) Hypothetical Tom
AaSample
[View profile](#)
[Change password](#)
[Logout](#)

HOME ABOUT CERTIFICATION FOR CSPS CSP DIRECTORY LINKS

My profile

Please keep this checked so your profile is visible to the ones you select to the right, either Anybody, Members, or No access.

[Profile](#) [Privacy](#) [Email subscriptions](#)

Allow to show profile

Details to show (in member directories, forum and blog posts)

	Anybody	Members	No access
Photo album	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Send message form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Membership level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
First Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Initial	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Last Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organization/Facility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click **Save** at the bottom of the page to save your selections.

Explanatory text:
"Anybody" refers to the general public.
"Members" refers to other CSPs - the general public cannot see this information.
"No access" refers to only you and administrators will see the information.
The default settings are set the same for all CSPs (aka Members) by the administrators.

6. Email Subscriptions:

The screenshot shows the user interface of the Board of Certified Psychometrists website. At the top, there is a header with the organization's logo on the left, the name 'Board of Certified Psychometrists' in the center, and a 3D brain graphic on the right. In the top right corner, the user's name '(Lapsed) Hypothetical Tom AaSample' is displayed, along with links for 'View profile', 'Change password', and a 'Logout' button.

Below the header is a navigation menu with links for 'HOME', 'ABOUT', 'CERTIFICATION', 'FOR CSPS', 'CSP DIRECTORY', and 'LINKS'. The main content area is titled 'My profile' and includes sub-links for 'Profile', 'Privacy', and 'Email subscriptions'. A red warning message at the top of the profile section reads: 'Please make sure you have both Email Subscriptions checked.' Below this, there are three subscription categories, each with a green bar header and a 'Subscribed' checkbox:

- Event notification**: The 'Subscribed' checkbox is checked and circled in red. A red arrow points from the warning message to this checkbox. Description: 'Automatic event announcements. Receive advance announcements about upcoming events.'
- e-Newsletters and email blasts**: The 'Subscribed' checkbox is checked and circled in red. A red arrow points from the warning message to this checkbox. Description: 'Mass messages from administrators, such as newsletters and other important notifications.'
- Forum subscriptions**: The 'Subscribed' checkbox is unchecked. A red arrow points from the warning message to this checkbox. A red message above it reads: 'Forum Subscriptions are currently not available.'

At the bottom of the page, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

If you have any questions please contact the BCP website administrator(s):
<http://psychometristcertification.org/contacts>