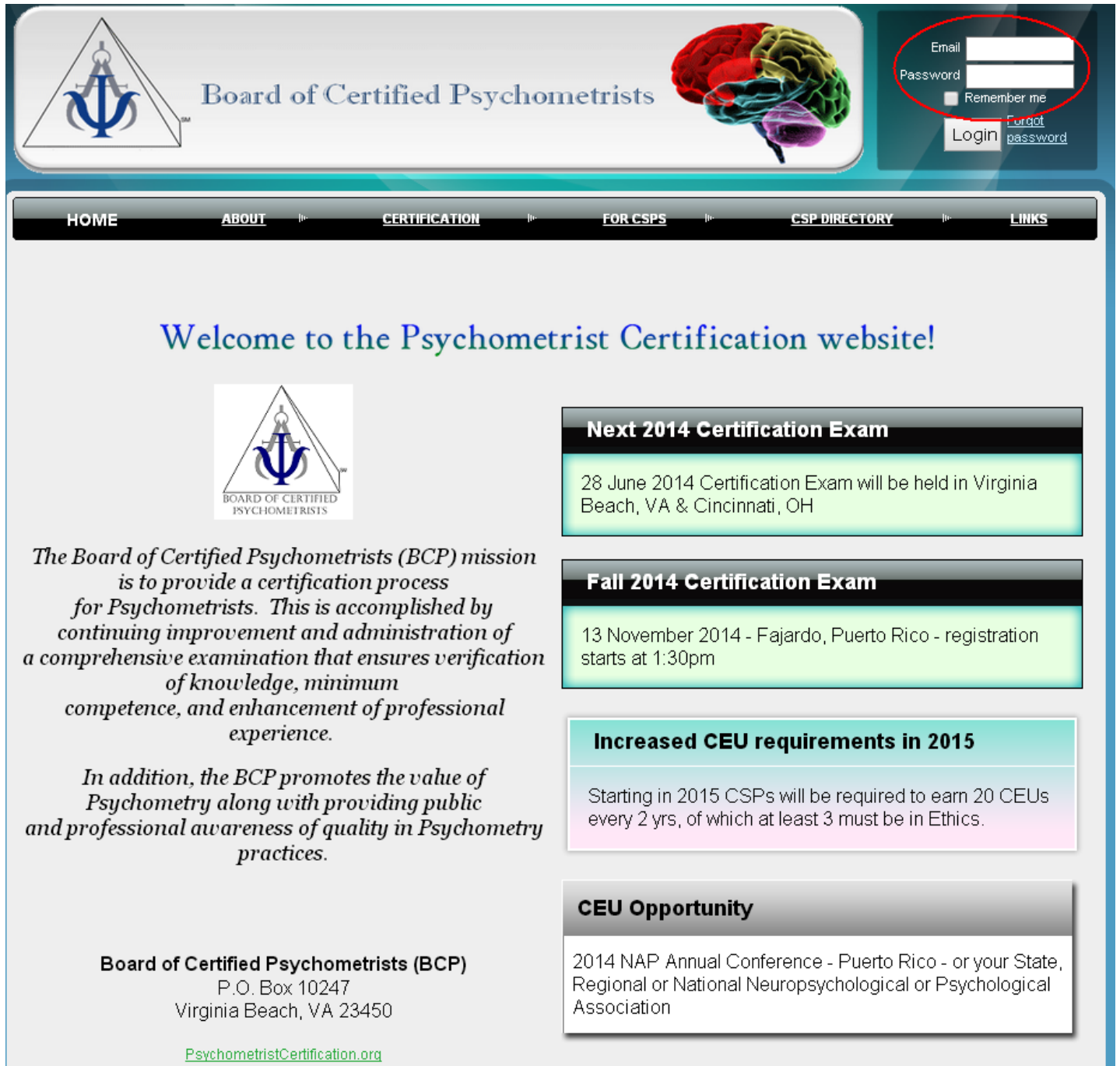


CSP Website Login instructions

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 website. 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 organization's logo. To the right of the logo 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 required every 2 years, with at least 3 in Ethics). Below the logo is a paragraph describing the BCP's mission and another paragraph promoting the value of psychometry. At the bottom left, contact information for the BCP is provided, including 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.

Board of Certified Psychometrists (BCP)
P.O. Box 10247
Virginia Beach, VA 23450

PsychometristCertification.org

Next 2014 Certification Exam
28 June 2014 Certification Exam will be held in Virginia Beach, VA & Cincinnati, OH

Fall 2014 Certification Exam
13 November 2014 - Fajardo, Puerto Rico - registration starts at 1:30pm

Increased CEU requirements in 2015
Starting in 2015 CSPs will be required to earn 20 CEUs every 2 yrs, of which at least 3 must be in Ethics.

CEU Opportunity
2014 NAP Annual Conference - Puerto Rico - or your State, Regional or National Neuropsychological or Psychological Association

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". Further 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!" in a blue serif font.

4. Edit Profile:

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

Annotations:

- "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 'My profile' page on the Board of Certified Psychometrists website. At the top, there is a navigation menu with links for HOME, ABOUT, CERTIFICATION, FOR CSPS, CSP DIRECTORY, and LINKS. The user's profile information is displayed as '(Lapsed) Hypothetical Tom AaSample' with options to View profile, Change password, and Logout. The 'My profile' section includes links for Profile, Privacy, and Email subscriptions. Three subscription categories are listed: 'Event notification' (Subscribed), 'e-Newsletters and email blasts' (Subscribed), and 'Forum subscriptions' (not available). Red annotations include a note: 'Please make sure you have both Email Subscriptions checked.' with arrows pointing to the 'Subscribed' checkboxes, and another note: 'Forum Subscriptions are currently not available.' pointing to the 'Forum subscriptions' section. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

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