

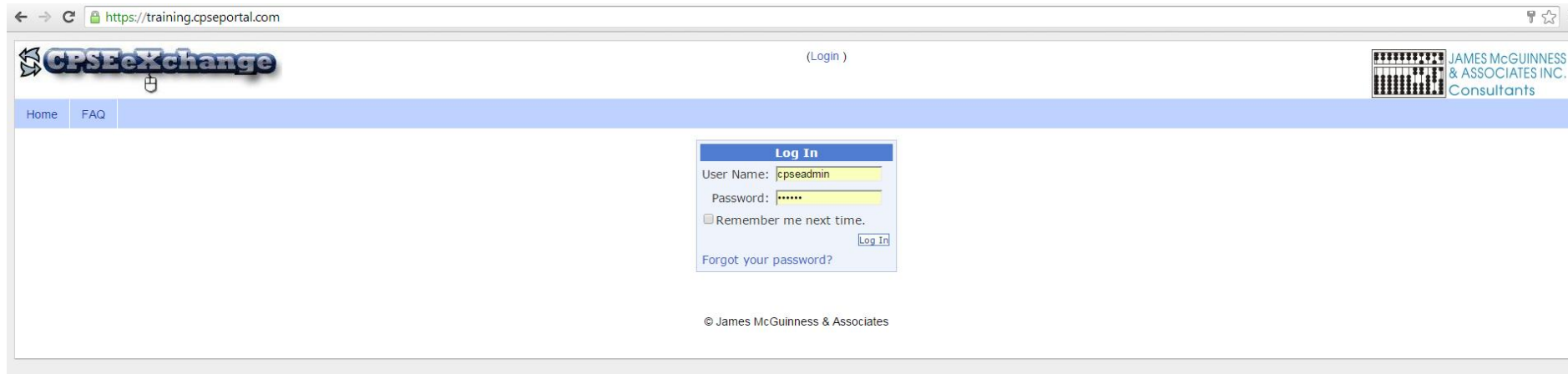
# CPSE Portal

Billing Providers Overview

# Topics

- ▶ Logging in
- ▶ Changing your password/Forgot My Password
- ▶ Your profile
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- ▶ Assigning Service Providers/Teachers
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# Logging In/Forgot your password



A screenshot of a web browser displaying the login page for CPSEeXchange. The browser's address bar shows the URL <https://training.cpseportal.com>. The page features a header with the CPSEeXchange logo on the left, a "(Login)" link in the center, and the James McGuinness & Associates Inc. logo on the right. Below the header is a navigation bar with "Home" and "FAQ" links. The main content area contains a "Log In" form with fields for "User Name" (containing "cpseadmin") and "Password" (masked with dots). There is a "Remember me next time." checkbox and a "Log In" button. A link for "Forgot your password?" is located below the form. The footer of the page displays the copyright notice "© James McGuinness & Associates".

← → ↻ <https://training.cpseportal.com> 🔒 ☆ ☰

**CPSEeXchange** (Login) JAMES MCGUINNESS & ASSOCIATES INC. Consultants

Home FAQ

**Log In**

User Name:

Password:

☐ Remember me next time.

[Forgot your password?](#)

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# Changing your password

- ▶ <http://www.bu.edu/infosec/howtos/how-to-choose-a-password/>

# Your Profile

# Adding Service Providers/Users

The background of the slide features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side and bottom of the slide, creating a modern, dynamic aesthetic.

# Assigning Service Providers/Teachers

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# Classrooms





# Entering Attendance/Session Notes

- ▶ Attendance/Session notes should be entered through the “Weekly Attendance” screen under the Attendance and Billing menu
- ▶ To enter a session, simply click the time on the calendar, select the child, and enter the rest of the required information

# Reports

# FAQ/Links

- ▶ <https://www.cpseportal.com>
- ▶ <http://support.cpseportal.com>
- ▶ [support@cpseportal.com](mailto:support@cpseportal.com)