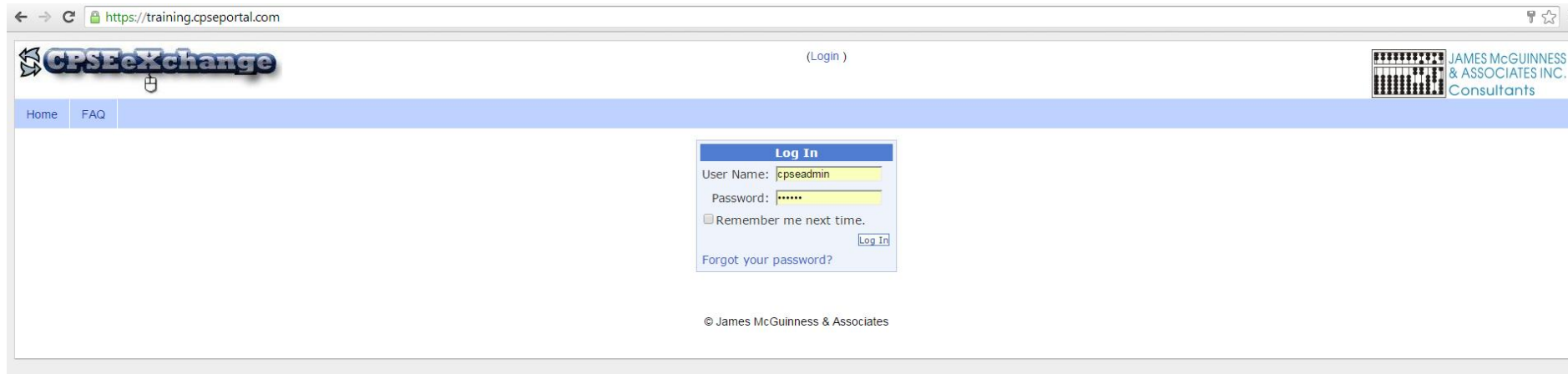# CPSE Portal

Billing Providers Overview

Topics

- Logging in
- Changing your password/Forgot My Password
- Your profile
- Adding Service Providers/Users
- Assigning Service Providers/Teachers
- Classrooms
- Entering Attendance
- Reports
- FAQs

Logging In/Forgot your password

Changing your password

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

Your Profile

Adding Service Providers/Users

Assigning Service Providers/Teachers

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