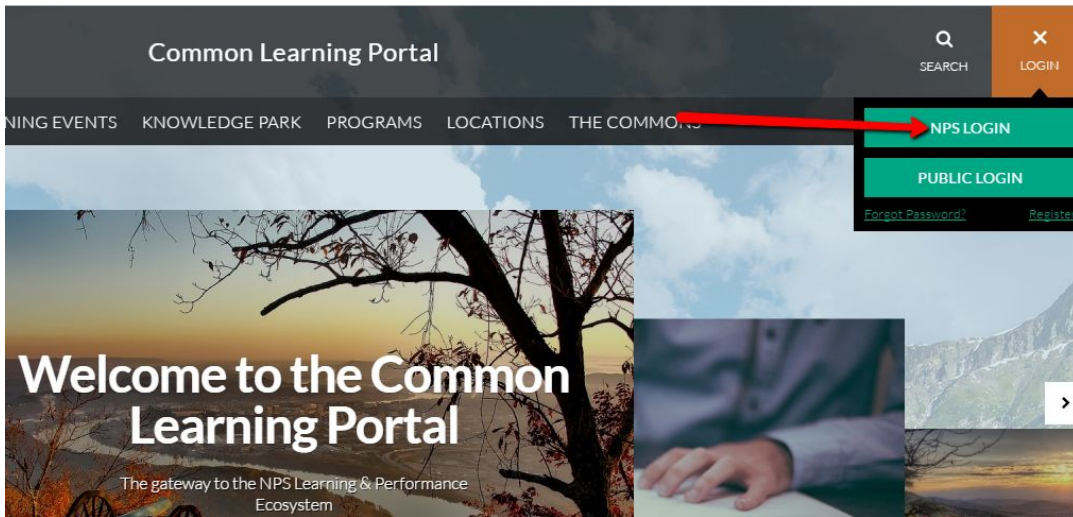


# Common Learning Portal Login

## NPS Registration/Login Process (SAML Authentication)

CLP user account is created the first time a user completes the NPS Login process. No additional forms are submitted to the system.

Select NPS Login



Select certificate and enter SAML Pin number



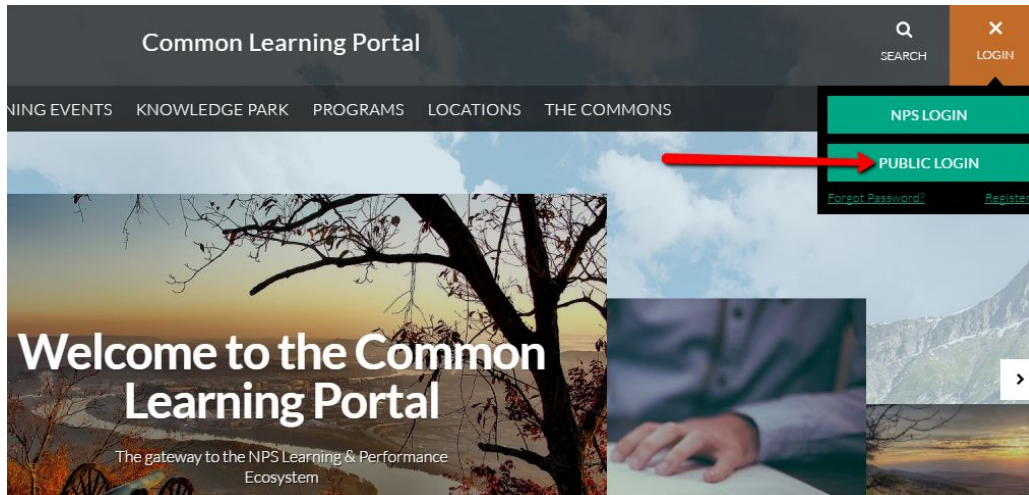
Welcome NPS\wyatt  
For security reasons, we require additional information to verify your account

Select a certificate that you want to use for authentication. If you cancel the operation, please close your browser and try again.

Redirected back to CLP in logged-in state

## Public Registration Process

Select *Public Login*



If registering for the first time, select *Register* tab.

A screenshot of the "Public Registration" page. The header is "Common Learning Portal" with a navigation menu: "HOME", "TRAINING EVENTS", "KNOWLEDGE PARK", "L&D PROGRAMS", "LOCATIONS", and "THE COMMONS". The main heading is "Public Registration". Below the heading are two tabs: "LOGIN" and "REGISTER", with "REGISTER" selected. The page contains the following text:

No PIV Card? Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

OMB Control No 1024-####  
Expiration Date ##/##/####

Have a PIV Card? [Log in with your NPS login.](#)

**Account Details**

Username (required)

Email Address (required)

Choose a Password (required)

## Register form includes Account Details

- Username – WordPress username
- Email address – Valid email address (activation email will be sent to this email address)
- Password – User selected password. Must be at least 12 characters long, contain a minimum of one character from at least three of the following categories: uppercase, lowercase, numeric, and special (non-alphanumeric).

No PIV Card? Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

OMB Control No 1024-####  
Expiration Date ##/##/####

Have a PIV Card? [Log in with your NPS login.](#)

### **Account Details**

*Username (required)*

*Email Address (required)*

*Choose a Password (required)*

Your password must be at least 12 characters long, and must contain a minimum of one character from at least three of the following four categories: uppercase, lowercase, numeric, and special (non-alphanumeric).

*Confirm Password (required)*

Register form also includes Profile Details

- Name – First and Last Name
- Privacy Policy – User is prompted to review and agree to [privacy policy](#)
- [ReCaptcha](#)

The screenshot shows a registration form titled "Profile Details" with the following sections:

- Name (required)**: A text input field. Below it, a note states "This field can be seen by: Everyone [Change](#)". A sub-label reads "First and Last name."
- Privacy Policy (required)**: A checkbox labeled "Agree" which is checked. Below it, a note states "This field can be seen by: Everyone [Change](#)".
- ReCaptcha (required)**: A radio button labeled "Required at Time of Registration" which is selected. Below it, a note states "This field can be seen by: Everyone [Change](#)". The ReCaptcha widget includes the text "I'm not a robot" and the reCAPTCHA logo with links for "Privacy" and "Terms".

On the right side of the form, there are two informational sections:

- Paperwork Reduction Act Statement**: "We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the NPS to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number."
- Estimated Burden Statement**: "Public reporting burden for this form is estimated to average 5 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192."

At the bottom of the form is a green button labeled "COMPLETE SIGN UP".

After submitting registration form, user receives an activation email at the email address provided. User clicks link in email to activate account.

## User Profile

User profile includes the following required fields.

- Name – First and last name
- Email address
- Privacy Policy

OMB Control No 1-24####  
Expiration Date ##/##/####

*Name (required)*

First and Last name.

*Job Title* *Work Location*

Common Learning Portal Project Manager	Clarendon, VA
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*Expertise*

*Job Duties*

Users may optionally complete the following additional profile fields.

- Job Title – Official job title
- Work Location – Physical work location or duty station
- Expertise – Areas of expertise relevant to NPS duties
- Job Duties – NPS job duties
- Biography – Short professional biography
- Topic Interests – Topics about which the user is interested in reading content. Options include: Career development, Employee services and systems, Facilities management and operations, Leadership and personnel management, NPS mission/culture/history, Partnerships and outreach, Resource stewardship and protection, Safety and law enforcement, and Visitor services and engagement.
- Open To – Activities in which the user is interested in participating. Options include: Answering questions, Facilitating Commons groups, Being a mentor, Being mentored, Testing new features