# Common Learning Portal Login
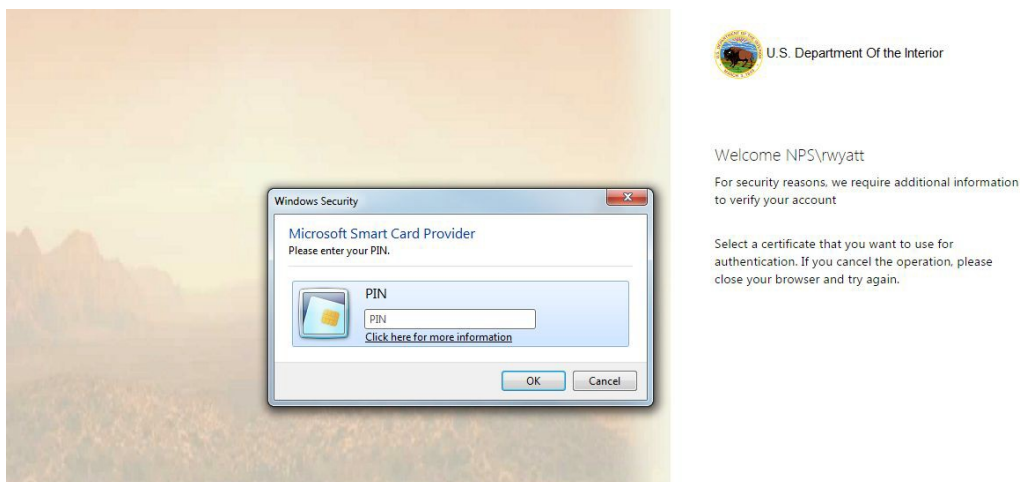
## NPS Registration/Login Process (SAML Authentication)

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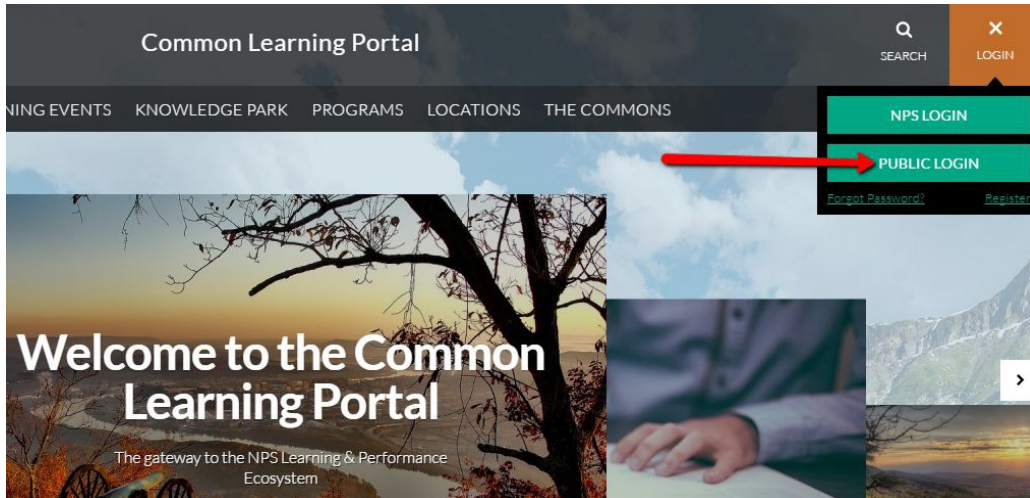
Select NPS Login
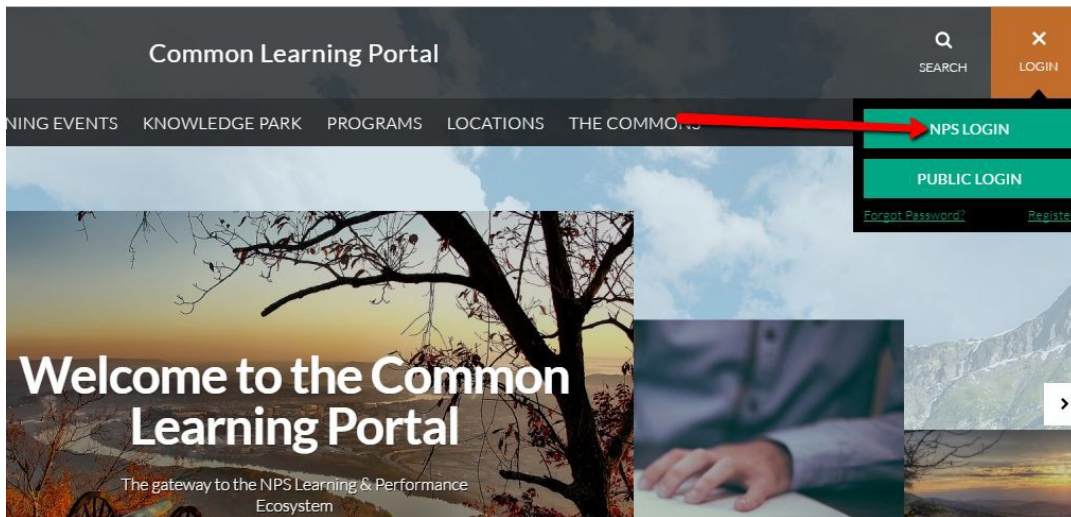


Select certificate and enter SAML Pin number



Redirected back to CLP in logged-in state

# Public Registration Process

Select *Public Login*



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

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 log, contain a minimum of one character from at least three of the following for 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.

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



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



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