

National Nutrition Certification Program Instructions updated December 2016

1. Please use Google **Chrome or Firefox** as your browser. This program does not work well with Internet Explorer.
2. Go to this link <http://extension.usu.edu/nncp/> and click on the **TIER I** box on the right side of the page.
3. A new webpage will open. Please enter your name, Oklahoma, CNEP and your OSU email address. Click submit at the bottom of the page. It takes **3 business days** for them to manually create a profile for you.
4. After they create your profile, you will receive an invitation to participate on the course. This invitation will come from **Instructure Canvas**, not from NNCP or Utah State University.
5. If you do not see your invitation within 3 business days, please **check your spam, clutter or junk** folders. Sometimes Instructure Canvas messages are filtered and automatically sent there.
6. If you still do not find an invitation or encounter a problem with your course progress, you can reach **technical assistance** at NNCP@usu.edu or by phone 435-797-3923 Tues & Thurs 4-6pm (CT).
7. If after 3 more days, you do not get a response from them, please email **CNEP** Nutrition Specialist at diana.romano@okstate.edu
8. Once you get your invitation from Instructure Canvas, you will **create a profile** and enter your name and a **password**. Please write down this password, as you will need it every time you log in.
9. Once you log in it will take you to another page where you can start the modules. Start with **Welcome and Pre-Assessment**.
10. Work through the lessons in the order they appear (no skipping lessons), complete each activity, and quiz in each lesson. Make sure you click **Check Answer** to get credit for completing the activities and quizzes in the lessons.
11. The **ONLY** way you will get credit for the course is to have the printed **score summary and/or the completion certificate**.