

Steps for CACFP First Time Registration

- Step 1:** Login into Region 4 Child Nutrition Programs at www.esc4.net/nutrition
- Step 2:** Click: CACFP button
- Step 3:** From the top tool bar Select: Professional Development
- Step 4:** Select: Create an Account
- Step 5:** Enter the needed information. (Arrows are for CACFP attendees) Click: Save

The screenshot shows a registration form titled "Account: User Account - Sign Up" with a "Registr" link in the top right. On the left is a green sidebar with "QuickLinks" (sign in), "Home" (Search, Calendar of Sessions, Conference Events), "My Account" (Transcripts, User Account, Registration/Certificate, Subscriptions), and "Help & How-To" (Cancel a Registration, Registration Form). The form fields include: Primary Email (with annotation: "Make note of address. Used for registration."), Secondary Email, Salutation (dropdown), Last Name, First Name, Middle Name, Home Address, City, State, Zip, Home Phone, Work Phone, Region (dropdown with annotation: "Region 4"), District (dropdown with annotation: "Select: Other Organizations"), Campus (dropdown with annotation: "Select: Child Care"), Position (dropdown), Grade Level (dropdown), and Password (with annotation: "Make note. Used for registration."). A "Save Record" button is highlighted with a red box at the bottom left.