

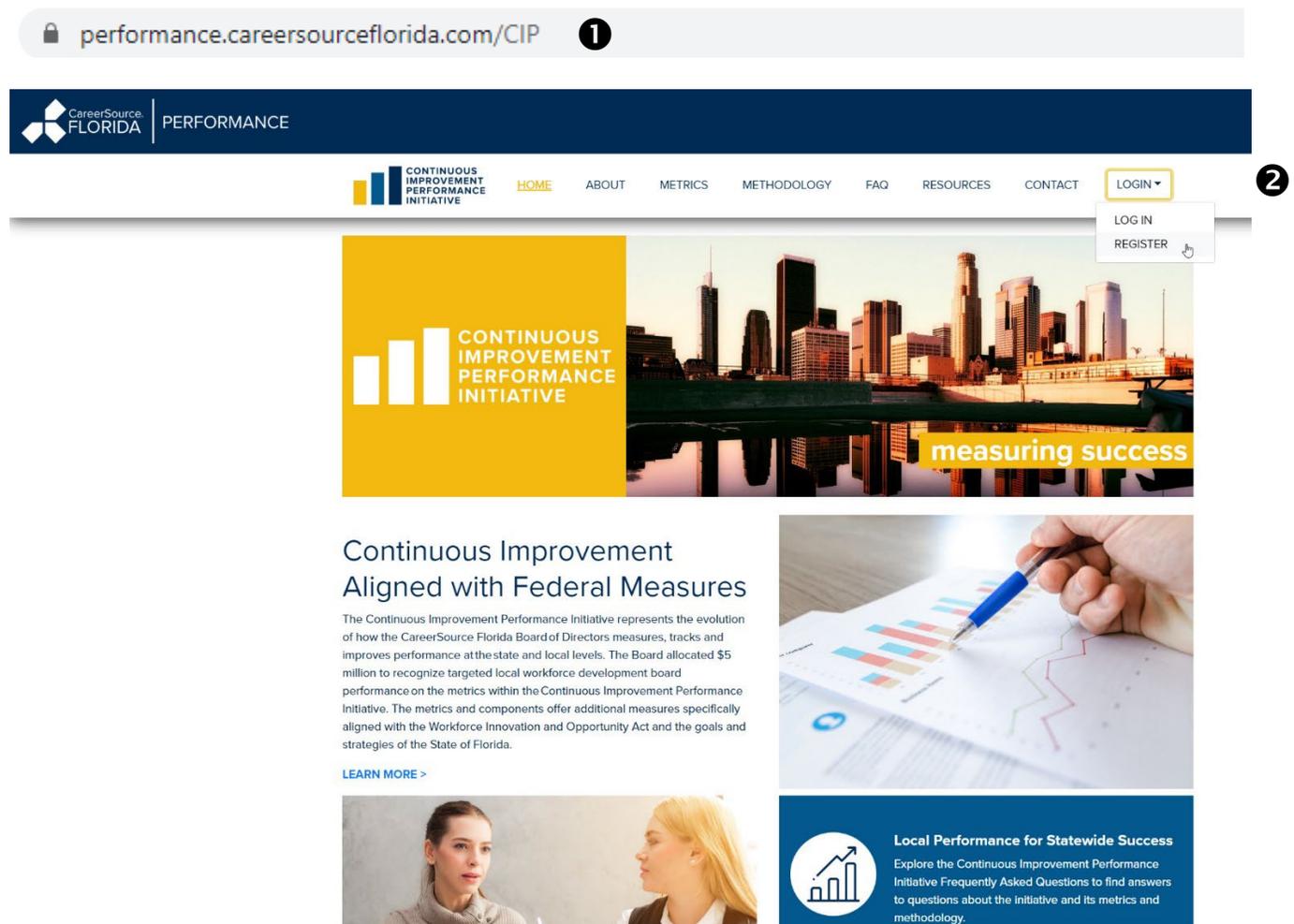
Continuous Improvement Performance Initiative Website Guide

Welcome to the Continuous Improvement Performance Initiative website. To access local workforce development board performance data on the website, visitors will need to register and create a user profile. This guide provides details on how to [register](#), [log in](#) to the site for data access, [reset your password](#) (if you forgot the password) and [change your password](#) (if you're already logged in).

Register

To register on the Continuous Improvement Performance Initiative website:

- 1 Visit the site at: <https://performance.careersourceflorida.com/CIP>
- 2 Click on [Login](#) on the right-hand side of the navigation menu at the top of the website and select [Register](#) from the dropdown.



The screenshot shows the website's navigation menu with the 'LOGIN' dropdown menu open, highlighting the 'REGISTER' option. The main content area features a banner for 'measuring success' and a section titled 'Continuous Improvement Aligned with Federal Measures' with a 'LEARN MORE >' link. A 'Local Performance for Statewide Success' section is also visible at the bottom right.

- 3 Enter your email address and create a password on the registration form.
Note: Passwords must contain at least one uppercase character, one lowercase character, one numeric character, one special character and must be six or more characters in length.
- 4 Confirm your password and submit your form by clicking the [Register](#) button.

Register

Create a new user account.

Email Address 3

Password

Confirm Password 4

[Register](#)

- 5 Once the form is successfully submitted, a confirmation message will appear within your browser.



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LOGIN

Registration Confirmed

Thank you for registering. A verification link has been sent to the email address **name@careersourceflorida.com**. Please check your inbox and confirm your email address. **The verification link will expire in 24 hours.** 5

Your email address must be confirmed before you can log in to this web application.

If you don't see an email address from **noreply@careersourceflorida.com** in your inbox, please check your spam and/or junk mail folder.

- 6 Check your inbox for an email confirmation from the Continuous Improvement Performance Initiative. Click on the link within the email to confirm your email address. The link will expire in 24 hours.

From: Continuous Improvement Performance Initiative <nroberts@careersourceflorida.com>
Sent: Tuesday, January 14, 2020 9:45 AM
To: Jacqueline Barreiros <jbarreiros@careersourceflorida.com>
Subject: Confirm your email address

Thank you for registering on the Continuous Improvement Performance Initiative website.

To confirm your email address, please [click here](#). 6



You are now registered and ready to log in to the Continuous Improvement Performance Website!

Log In

To log in and access performance data on the website:

- 1 Visit the site at: <https://performance.careersourceflorida.com/CIP>
- 2 Click on [Login](#) on the right-hand side of the navigation menu at the top of the website and select [Log In](#) from the dropdown.



- 3 Enter your credentials and click the [Log In](#) button.

Login

Email Address

Password

[Log In](#)

[Forgot your password?](#)

New User?

[Register as a new user](#)

Note: If you have forgotten your password, click the [forgot your password](#) link and [click here](#) for the steps on how to reset your password. If you are a new user, click the [register as a new user](#) button.

4 Once logged in, a Select Board dropdown will appear on the website's navigation menu.



5 Click on the local workforce development board whose performance data you want to view.



Reset Password

1 From the [Login](#) page, click on [Forgot your password?](#)

Login

Email Address

Password

Log In

[Forgot your password?](#) 1

New User?

Register as a new user

- 2 Enter your email address in the field on the page and click the [Email Link](#) button.

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Forgot Password?

Enter your registration email address below and a link to reset your password will be sent to that address.

Please note that you will not be able to reset your password if you have not previously confirmed your email address.

Email Address

Email Link

- 3 Check your inbox for an email from the Continuous Improvement Performance Initiative. Click the link in the email to reset your password. The link will expire in 24 hours.



- 4 On the Reset Password page, enter your email address and new password.
- 5 Confirm your new password and click the [Reset](#) button.

Reset Password

Enter your email address and new password.

Email Address

New Password

Confirm New Password

Reset

- Once the form is successfully submitted, a confirmation message will appear within your browser.



Change Password

To change your password after logging in to the website:

- After logging in to your account, click on [My Account](#) and select [Manage](#) from the dropdown.



- On the Manage Account page, click on the [Change your password](#) link.



- 3 On the Change Password page, enter the old password and the new password.
- 4 Confirm the new password and click the [Change Password](#) button.

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Change Password

Old Password **3**

New Password

Confirm New Password

[Change Password](#) **4**

- 5 Once the form is successfully submitted, a confirmation message will appear within your browser.

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Manage Account

Change account settings for jbarreiros@careersourceflorida.com

Your password has been changed! **5**

Password:
[[Change your password](#)]