

## Creating an account

On the home page, select the “Register” link in the upper right corner.

Home

Register Log In

## Welcome to CIPSS

Welcome to Certified Intentional Peer Support Portal.

On this site you can check your progress on your certification and register for training events.

If you already have an account, follow the steps below:

- Select “Log In” from the upper right corner of the page
- Enter your user name and password
- Click or tap the Login button

If you do not have an account, select “Apply” in the upper right corner of the page.

Again, welcome to the Certified Intentional Peer Support Portal!

If you have any questions about the program please contact the Maine Office of Behavioral Health at [cipssinfo.dhhs@maine.gov](mailto:cipssinfo.dhhs@maine.gov)

On the following page, enter your first name, last name, and email address and select “Submit”.

Home

## Register

Enter the information below and click or tap “Submit” to register a new account.

First Name\*

Last Name\*

Email\*

You should receive confirmation that an email was sent.

[Home](#)

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## Registration confirmation

Please check your email to confirm and create a password.

If there is no email in your inbox, please be sure to check your email spam folder.

The email will contain the site address and your username as well as a link to confirm your email. Click on the link and you should be brought to a confirmation page.

From	cipss@maine.edu
To	your@email.com
Date	11/20/2024 11:08:33 PM -05:00
Subject	<b>Maine CIPSS Portal New User Registration</b>

### Message Headers Body Sections Raw

Dear YourFirstName YourLastName,

You have been added as a Registered User to the Maine CIPSS Portal.  
Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website Address: <https://cipss.cutler.usm.maine.edu/>

Username: yourusername

Please confirm your CIPSS account by [clicking here](#).

[Home](#)

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## Confirm email

Thank you for confirming your email.

To set or reset your password go to the [/Account/ForgotPassword](#) page.

On that page, enter the email you just confirmed to send a password reset link.

## Resetting your password

If you already have an account, you might need to reset your password.

On the home page, select the “Log In” link in the upper right corner.

Home

Register [Log In](#)

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On the following page, select the “Forgot your password?” link under the “Log in” button.

Home

## Log in

### Log in to your account

Username

Password

Log in

[Forgot your username?](#)

[Forgot your password?](#)

Enter the email address associated with your account and select the “Submit” button. You should receive a confirmation page.

Home

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## Forgot your password?

Enter your email.

Email

Submit

Home

---

## Forgot password confirmation

Please check your email to reset your password.

If there is no email in your inbox, please be sure to check your email spam folder.

The email will contain a link to a password reset page.

From	cipss@maine.edu
To	your@email.com
Date	11/20/2024 11:13:57 PM -05:00
Subject	<b>Reset Password - Maine CIPSS Tracking System</b>

### Message Headers Body Sections Raw

Please reset your password by [clicking here](#).

On the password reset page, enter your email, new password, and confirm the new password. Click or tap the “Reset” button.

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Home

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# Reset password

Reset your password.

---

Email

Password

Confirm password

A confirmation will be displayed notifying you that the password has been reset.

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Home

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# Reset password confirmation

Your password has been reset. Please [click here to log in](#).

## Logging in

On the home page, select the “Log In” link in the upper right corner.

Home

Register [Log In](#)

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On the log in page, enter your username (this is different than your email) and your password and click or tap the “Log in” button.

Home

## Log in

### Log in to your account

Username

Password

Log in

[Forgot your password?](#)

You should be redirected back to the home page, but with new navigation options and your name in the top right corner of the page.

## Welcome to CIPSS

Welcome to Certified Intentional Peer Support Portal.

On this site you can complete an online application and register for training events.

Now that you have logged in, on this site you can:

- Use the top navigation bar to choose which information to view
- Click or tap My Information > My Contact Info to make sure your contact information is correct and update if needed
- Click or tap My Information > My Application to complete an online application
- Register for upcoming training events (Event Calendar)

Again, welcome to the Certified Intentional Peer Support Portal!

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# Updating Contact Information

Once logged in, click or tap on “My Information” from the navigation bar. Select “My Contact Info” from the drop-down options.

Home My Information ▾ Event Calendar YourFirstName YourLastName Logout

My Contact Info

My Application

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Update inaccurate or insert missing information and click or tap “Save” at the bottom of the screen. Information will not be saved until the button is selected.

Home My Information ▾ Event Calendar YourFirstName YourLastName Logout

## Contact Information

First Name	<input type="text" value="YourFirstName"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="YourLastName"/>
Previous Last Name	<input type="text"/>
Pronouns	<input type="text"/>
Street1	<input type="text" value="123 Fourth Street"/>
Street2	<input type="text"/>
City	<input type="text" value="Augusta"/>
County	<input type="text" value="Kennebec"/>
State	<input type="text" value="Maine"/>

State

Zip Code

Home Phone

Cell Phone

Work Phone

- Accommodations
- Large Print
  - Service Animal
  - Sign Language Interpreter
  - Scent Free
  - Hotel (Travel over 150 miles round trip)
  - Reader or Audio Recording of Training Materials
  - Other

Describe Other

Save

# Using the Event Calendar

Once logged in, click or tap on “Event Calendar” from the navigation bar. Use the search box to filter for applicable events. The filter will be applied when you click or tap “Search”. To enroll, select the checkbox under the Enroll heading for the event you would like to attend and then click or tap the “Enroll” button.

## Event Calendar

Search

Starts After

Starts Before

Requirement

Title

Town

Total Events: 3

Enroll	Date/Time	Training Requirement	Title	City	Enrolled	Wait List	Status
<input type="checkbox"/>	4/8/2025 9:00:00 AM	Core Training	Core Training Online 12 Day - Spring 2025 Tues		0	0	Open
<input type="checkbox"/>	1/8/2025 9:00:00 AM	Co-Reflection	Co-Reflection with Special Trainer		1	0	Open
<input type="checkbox"/>	12/23/2024 10:00:00 AM	Continuing Education	Continuing Education - Non-violent communication		0	0	Open

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Records per page  ▾