APTA CPI 3.0 PT Director of Clinical Education Getting Started Guide

Welcome to CPI 3.0! Please see the instructions below on how to get started.

This guide is intended for Directors of Clinical Education working at PT programs who are new to CPI 3.0. If your program is not currently subscribed to CPI 3.0, and you are interested in gaining access, email APTA's CPI team or fill out the Invoice Request Form.

Before Logging in to CPI 3.0:

- An APTA account is required to access CPI 3.0.
    - If you already have an APTA account, we encourage you to use it rather than creating a new one. Having multiple APTA accounts may cause issues when accessing CPI 3.0.
        - To update your account information, visit the APTA website, click the "Log in" button at the top middle of the page, enter your credentials, click the "My Profile" button on the top right of the page, click "My Account" at the top left of the page, then select "Contact Information."
        - Forgot your password? Click "Forgot your password?" above the Log in button and follow the prompts.
        - For APTA username or password issues, email APTA's CPI team or call 800-999-2782 and select option 4 from 9 a.m.-5 p.m. ET Monday through Friday.
    - If you do not have an APTA account, navigate to the APTA website and click "Log in" at the top middle of the page. Under the orange "Log in" button, select either "Become an APTA member" or "Create a free account." Follow the prompts to create an APTA account.
- **Take the APTA CPI 3.0 – PT DCE Training in APTA's Learning Center**. This free training is mandatory and must be completed prior to accessing CPI 3.0.
- While in the Learning Center, note the email address associated with your APTA account. This email address is necessary to add you to CPI 3.0. To see the email address, click on the "profile" tab on the left side of the screen.
- Contact your colleagues who already have CPI 3.0 access to be added as a user to your institution's CPI portal.

- If you are replacing a colleague or need immediate access, email APTA's CPI team or call 800-999-2782 and select option 4.

How to Log in to CPI 3.0:

- Navigate to CPI 3.0.
- Click the "Login" button at top right to reach the APTA login page.
- Enter your APTA login credentials. This is the same username and password used for the CPI 3.0 training in the APTA Learning Center.
  - **Addressing login error messages:**
    - Error: "Invalid Username or Password"
      - For APTA username and password issues, email APTA's CPI team or call 800-999-2782 and select option 4 from 9 a.m.-5 p.m. ET Monday through Friday.
      - Alternatively, click the "Forgot your password?" button above the orange "Log in" button. Follow the prompts to reset your APTA account password.
    - Error: "This account is not associated with any program or user role."
      - You may be trying to access the CPI system using a different account than the one in your program's CPI portal. Ensure the account credentials you use match those entered in the CPI portal.
    - Error: "Access denied due to not completing the CPI 3.0 Training. Please complete the CPI 3.0 Training at (website) to gain access to the system. Once you have completed the training, please refresh your screen to update the CPI 3.0 system to grant you access."
      - If you have not completed the APTA CPI 3.0 – PT DCE Training, review the instructions above.
      - If you have completed the APTA CPI 3.0 – PT DCE Training, please contact APTA's CPI team or call 800-999-2782 and select option 4.
- Read and agree to the Terms of Use & Privacy Policy.
- That's it! You are in the CPI 3.0 portal and will be directed to your dashboard.

Getting Started With CPI 3.0:

- **Familiarize yourself with CPI 3.0.** Access the DCE User Guide by clicking on the blue question mark icon at the top right of the page. These instructions will provide guidance on the different functions of CPI 3.0.
- **Stay connected.** Educational program staff (DCEs, ADCEs, and admin staff) working for programs that are currently subscribed to CPI 3.0 can access APTA's PT and PTA CPI 3.0 Users Community. Use the community to connect with other users, get important CPI 3.0 updates and communications, and additional user resources.
  - For community access issues, email APTA's CPI team and include CPI 3.0 Community Access in the email subject line.

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