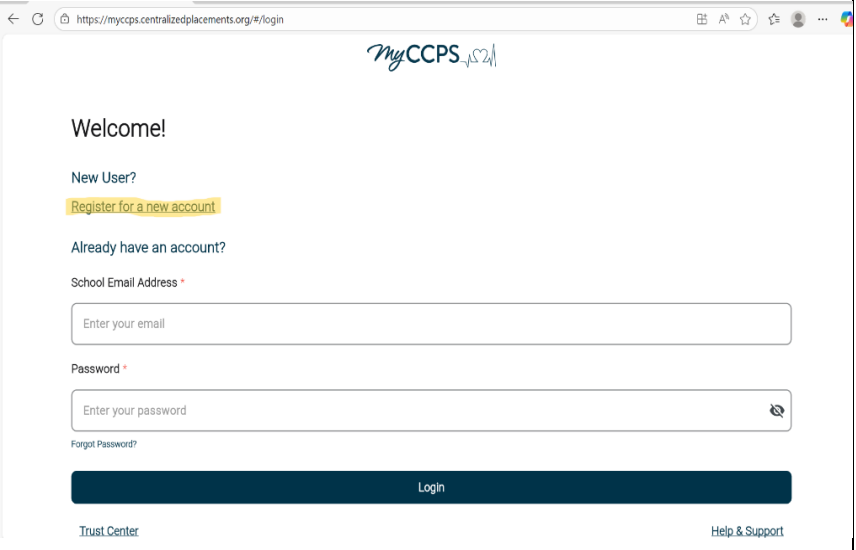
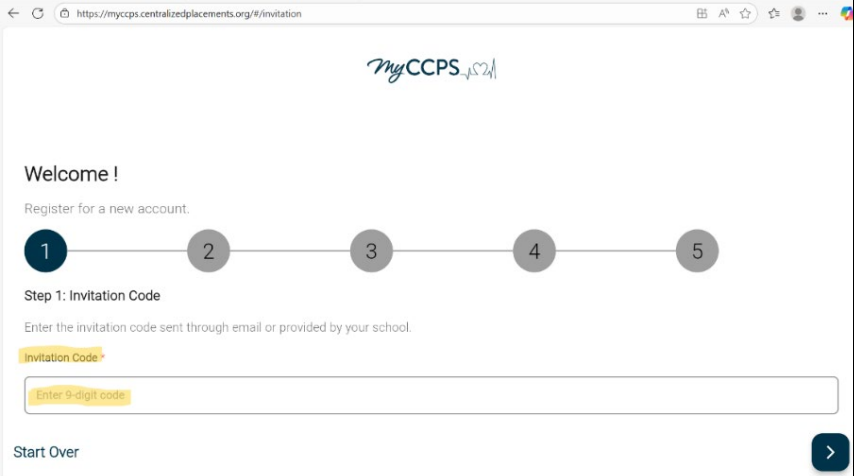
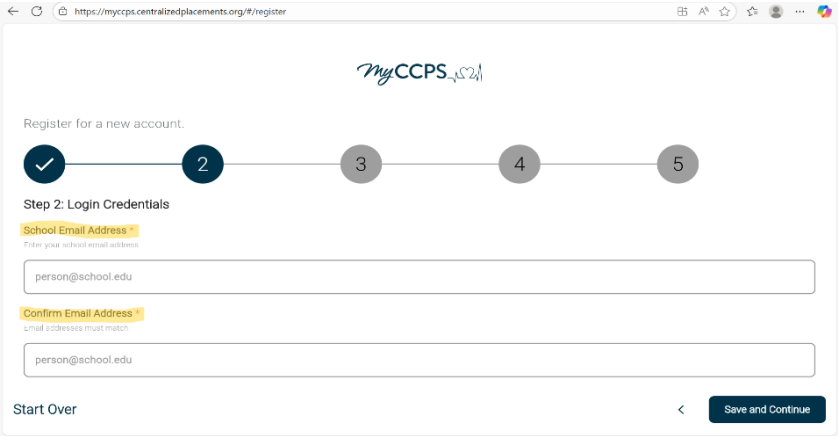
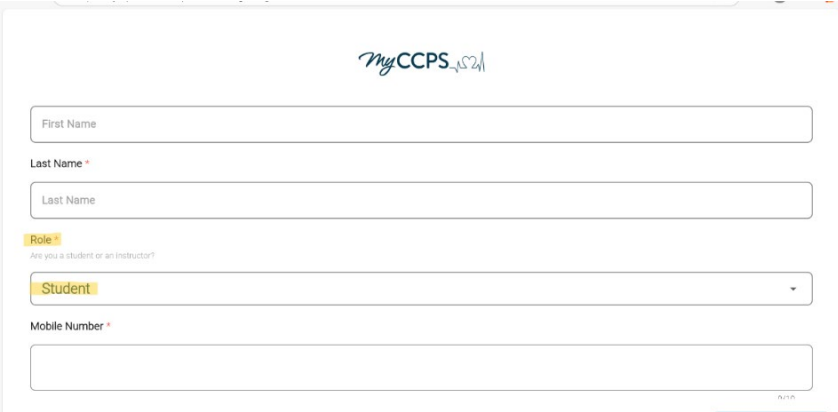



<p><b>1</b> Go to <a href="https://myccps.centralizedplacements.org/#/login">https://myccps.centralizedplacements.org/#/login</a></p> <p>Click <b>Register for a new account.</b> (please use your CSU email address)</p>	
<p><b>2</b> Enter the 9 digit invitation code: 821494447</p> <p>**If the next step does not load, click <b>Start Over</b> at the bottom left.</p>	

<p><b>3</b> Register your email and create your password.</p> <p><b>**You must use your CSUF student email address. Do not use your personal email.</b></p>	
<p><b>4</b> Enter your personal information. For role, click <b>Student</b>.</p>	
<p><b>5</b> After entering your personal information, for rotation type click <b>Nursing - Cohort</b>. For program type, click <b>BSN</b>.</p> <p>For graduation date, click <b>May and your expected year of graduation</b>.</p>	

After you register, email the Clinical Placement/Document Team at [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu). Please also **attach a clear headshot photo of yourself** with a white background (head and shoulders only). This photo will be used for your Providence badge and security access.

Next, wait for confirmation from the Clinical Placement Team that your account has been assigned to your clinical site before uploading any documents.

**Two things to note with your CCPS account:**

- After creating your account, you will see 30–40 listed requirements. **These are general CCPS requirements and do not need to be completed.** Providence facilities only require three facility-specific documents.
- If you were placed at a Providence facility for a previous rotation, your completed requirements will be carried over into the next semester.

**6** Once you've been placed and notified, log into CPCS and click the **Incomplete** bucket. Upload all the facility required documents and health records.

**The Clinical Placement Team will upload the School Attestation Form for you.**

Periodically check back in to ensure every document has been approved and moved into the **Completed** bucket. You are not cleared until every requirement has been moved into the green bucket.

