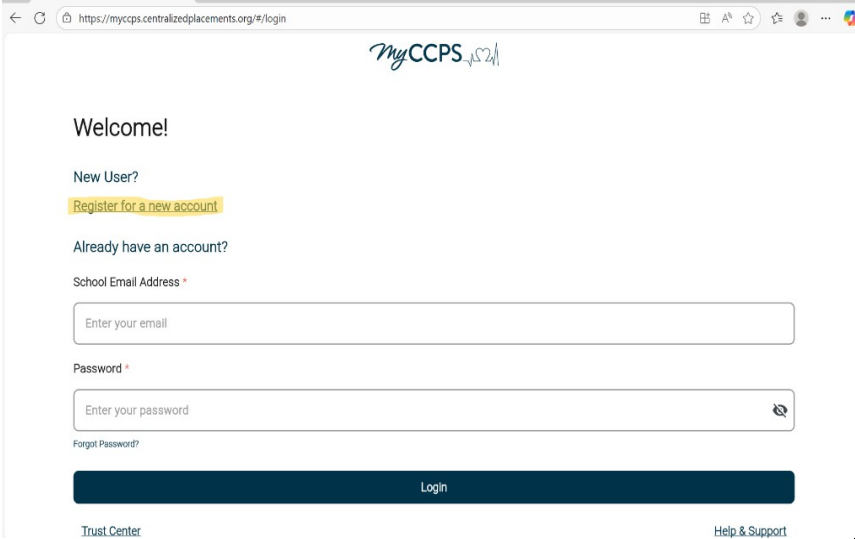
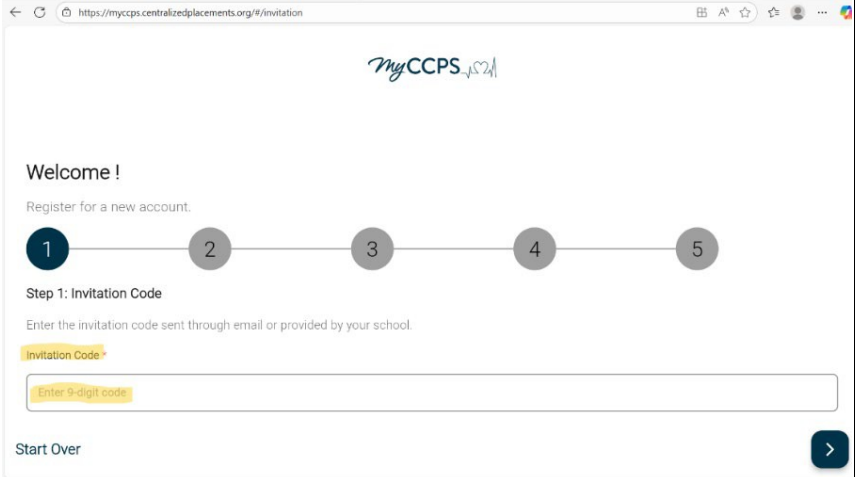
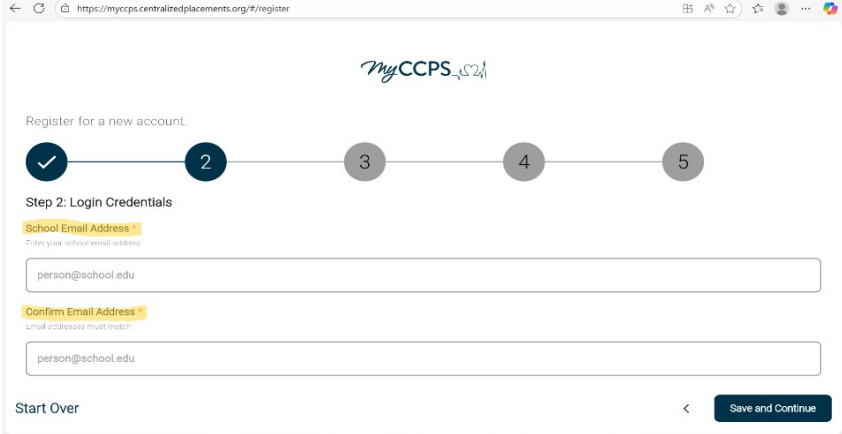
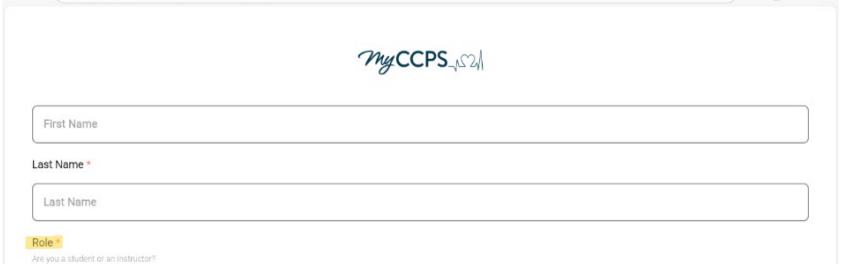


1	Navigate to CCPS: https://myccps.centralizedplacements.org/#/login Select Register for a new account. (please use your CSU email address)	
2	Enter the 9-digit invitation code: 821494447 **If the next step does not load, select Start Over at the bottom left corner.	

3	Register your email and create your password. **You must use your CSUF email address. Do not use your personal email.	
4	Enter your personal information. Select the appropriate role.	
5	After entering your personal information, if prompted, select Nursing - Cohort. For program type, select BSN.	

After you register, email the Clinical Placement/Document Team at clinicalplacement@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 instructed 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 CCPS 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.

