ADDING/UPDATING A TRAINING PROGRAM

1. Visit the Training Programs Page:
   a. Navigate from home: *Home>Trainees>Training Programs*
   b. Bookmark the training programs page (**training.scn40.org**).

2. Locate the "*Training Directors*" heading and select the appropriate link below it.

3. If you are **adding a new program**, please enter your programs information in the appropriate fields.*

* If you are not the training director of a program, but feel it should be listed, please forward these instructions to the training director or appropriate administrative staff of the program.

4. To **update/delete an already listed program**, please enter your username and password.*

*Email will be that of the current program training director.

FAQ:

I haven't logged on in a while. What is my password?

If you forgot or would like to change the password, click the "*forgot my password*" link below the login box. Password reset instructions will be sent to the email associated with the account (*i.e. the current director of training's email*).

Our program has a new director of clinical training (DCT). How do we change our profile to reflect this change and ensure the new DCT is getting training related emails and can access the account?

To change the director of training or current contact information for a program, you should log in under the current training director's login, and update the contact information with the new director's email. Save the profile and update the password, if needed. The next time you log in, the new training director's email will be required as it is now the email associated with the program's account.

I found an error in the program information, but I do not have a login to update it. What should I do?

Email the contact for the profile and let them know of the error. They will be able to update information once they log into the program's profile page (See #2 and #4 above).

I'm not a DCT, but I feel like the program I'm associated with belongs on this list. How do I get it added?

All programs listed on this website have self-identified as having neuropsychology-specific training opportunities. To get a program added to the site, a representative of that program must fill out the training program information page. Login information will be associated with the director of training, so it is often best for this person or the program's administrative staff to complete the profile.