



Credentialing Application Software Instructions

Logging In:

1. Go to [CPSE Cloud Hub](<https://cpse.hub.cloudgeneration.com>).
2. You will be redirected to the login page.
3. Choose one of the three options for logging in: LinkedIn, Microsoft, or Google.
 - If using the same email on file with CPSE, follow the provider's verification steps.
 - If using a different email, "Claim Your Account" and enter the email on file. Confirm with the verification code.

New Designations

1. Navigate to the "Designations" section.
2. Choose the "Available Designations" tab.
3. Click the "Get Started" button for the designation you wish to apply.
4. Fill out and submit the application.
5. Once approved, you'll receive an email notification and your designation status will change from "Awaiting Approval to Award" to "Ready to Start"

Renewal Designations:

1. Navigate to the "Designations" section.
2. Confirm information displayed (expiration dates, etc.).
3. Under each designation, click the graduation cap to generate your digital certificate.
4. Click the LinkedIn icon and follow instructions to add the badge to your LinkedIn account.
5. Under the "person" icon, check and bookmark your verification page. Also, check your designation profile.

My Account:

1. Go to "My Account" by clicking on the profile icon in the upper right corner.
2. Upload a photo.
3. Verify privacy settings for the CPSE designation directory. Adjust as needed.

Components:

1. Click on "Components" in the top menu bar.
2. Complete required components: (attach all required documents in the appropriate component)
 - Resumé:

- Professional Development.
 - Employment Information.
 - Professional Contributions/Recognition.
 - Community Involvement.
 - Professional Memberships/Affiliations.
3. Sign the certification statement once all components are completed.
 4. Pay the recertification fee in the CPSE store.
 5. After payment verification (up to one business day), your file will be submitted for peer review.

Please follow these steps carefully, and feel free to reach out if you have any questions or need further assistance.