



How to Update Your Online CNP Student Profile: From Start to Finish

Now that you have enrolled in the Nonprofit Leadership Alliance, here is a step-by-step on how to update your profile with requirements needed as you work towards your Certified Nonprofit Professional (CNP) credential. Your profile is a way for you and the national office to track your progress through the program. Do not hesitate to reach out to the national office for assistance with your online CNP profile at

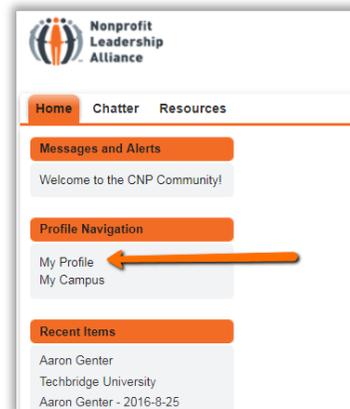
assistance@nonprofitleadershipalliance.org.

This document can be found within your online CNP student profile. Select the 'Resources' tab at the top of the page, then select "Student Users" to view helpful documents

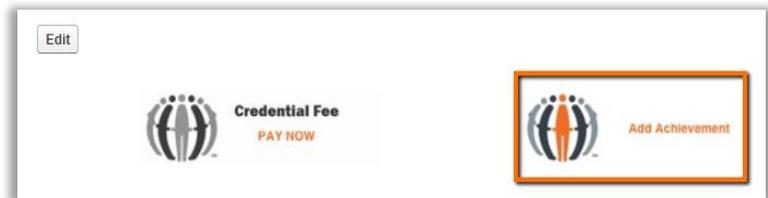
If you have not completed payment for your \$25 enrollment fee, this must be done before you are able to update your profile. Go to "My Profile" and select the "Enrollment Fee- Pay Now" button to pay by credit card.

To add achievements (courses and activities you participated in or completed to fulfill the requirements for your competencies):

1. Click on "My Profile".



2. Click "Add Achievement" icon.



3. Select the appropriate competency you are working on.



- Select the course or activity you completed for that competency and add additional information if needed. *If you completed several activities within the course for the **same** competency, you may add all information under one entry. If you completed several activities within the course for **different** competencies, you must complete one achievement per competency.*

Program Activity

- MNM 510 - Program - Achieving the Mission
- MNM 540 - Structure & Governance - Stewardship of the Common Good
- MNM 550 - The Nonprofit System: Structures, Behaviors, Relationships.
- MNM 560 - Organizational Sustainability: Leading Toward a Preferred Future
- Other

Achievement Description

- If you had a preapproved activity or course not listed, please select “Other” and add a description of course or activity.

- Once an achievement has been added, your competency will turn to pending campus director approval (yellow flag). If you took 2 courses for that competency, please repeat steps 2-5.

Progress Towards CNP: Competencies

Communication, Marketing & PR	Green- Approved by Campus Director	Governance, Leadership & Advocacy	Yellow
Cultural Competency & Diversity	Green	Legal & Ethical Decision Making	Green
Financial Resource Development & Mgmt.	Green	Personal & Professional Development	Green
Foundations & Management of Nonprofit	Yellow- Pending Campus Director approval	Program Development	Red- Information has not been entered
Future of the Nonprofit Sector	Yellow	Volunteer & Human Resources Management	Green
Bachelor's Degree	Green	AMI Attendance	Green
Bachelor Graduation Date	8/25/2016	AMI Attendance Count	1
Anticipated Bachelors Grad Date	8/31/2016		
Leadership and Service Activity	Green	Internship	Red
# Leadership Positions	1	Internship Hours	0.0

- Enter at least one Leadership and Service Activity and at least a 300 hour internship.

Leadership and Service Activities

[New Leadership and Service Activity](#)

Action	View	Role	Other (Specify)	Activity Start Date	Activity End Date	Activity Number
Edit	Del	View	President	8/25/2016	8/25/2016	TEST

Internships

[New Internship](#)

No records to display

- When ready to credential, make sure to pay your \$35 credential fee. Once all of your requirements have been approved, all flags will show green. When you pay your credential fee, this will finalize your profile and will alert the national office that you are ready to join the ranks of more than 10,000 CNPs across the nation!