Ohio Department of Education Office for Child Nutrition: Claims Reimbursement and Reporting System (CRRS) Training Management

To register for all child nutrition program trainings and workshops, you will need to access the Claims Reimbursement and Reporting System (CRRS) Training Management module.

To access the CRRS Training Management link:

1. Open an internet browser and type “https://oh.cnpus.com” into the address line as shown in Figure 1. This address is the uniform resource locator, or URL, for CRRS.

Figure 1. Entering the Claims Reimbursement and Reporting System URL into an Internet browser.

2. Press Enter on your keyboard to display the CRRS login screen, which provides access to the application. (Figure 2)

Figure 2. The CRRS Login screen
3. Click **Training Management** under Links (Figure 3).

Figure 3. Training Management link
Establish a Training Management User ID and Password

1. First time users: Click “I am a new user” to set up a profile in training management (Figure 4).

2. Returning users: Enter your training management user ID (email address) and the password previously created by the user. Then, click Log In to access training registration.

**NOTE:** The training management user ID and password combination is not connected to the CRRS login user ID and password. The user ID will be your email address and users create passwords.

![Figure 4. Training Management Welcome page](image)
**Complete the Contact Information**

1. Select your school or agency name in the **Select a Sponsor** field (Figure 5).
   - If you are not yet a sponsor of a program, skip the **Select a sponsor** section. Then complete **New Sponsor Name**.
2. Complete all other areas of the training contact information form
3. Click **Save** (green button).
4. Reminder: The user ID and password created by the user will be used only for the training management login. These login credentials are not associated with CRRS login user ID and password login credentials.

![Figure 5. Training Contact Information page](image-url)
Register for Training

1. Click Register for Training (Figure 6).

   Figure 6. My Training Page

   2. CRRS displays the course list page (Figure 7).
      a. Select the class and register to attend.

   Figure 7. Available Categories page
b. The course details page contains all sessions for that topic. Select the desired date and location (Figure 8).

**School Nutrition Program Basic Training Workshop**

The National School Lunch Program Basic Training Workshop will present information about the regulations and reporting procedures for School Lunch, Breakfast and After School Care Snack programs. Attendees will learn about the regulations governing the U.S. Department of Agriculture (USDA) Child Nutrition Programs and how to prepare the required program reports, plan menus, approve student meal applications and all other facets of operating the programs.

Anyone responsible for any aspect of the Child Nutrition Programs is welcome, including new food service directors, supervisors and managers, as well as business managers, treasurers, secretaries, teachers and principals. Schools and agencies new to the Child Nutrition Programs are required to attend this workshop before applying to participate in the programs.

Lunch will be on your own. Please bring a sweater or a jacket as room temperatures may fluctuate.

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Session Name</th>
<th>Start Date</th>
<th>Location</th>
<th>Enroll</th>
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<tbody>
<tr>
<td>001</td>
<td>Basic Training for School Meal Programs</td>
<td>6/28/2016</td>
<td>274 East First Avenue Columbus, OH 43201</td>
<td></td>
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<td>001</td>
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<td>274 East First Avenue Columbus, OH 43201</td>
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<td>8/4/2016</td>
<td>6393 Oak Tree Blvd Independence, OH 44131</td>
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</table>

Figure 8. Available locations page
The new page will provide session details about the training. Confirm that information is correct and click **Enroll** *(Figure 9).*

![Session Details](image)

**Figure 9. Session Details page**

**On the Session Details page, users can:**

1. Click the location address to receive a map of the location *(Figure 9).*
2. Click **Back** at the bottom of the page to see a list of classes registered for the user.
3. Click Enroll to receive the confirmation code page *(Figure 10).*
Enrollment successful! Confirmation code: 648801b4

SNP

**Target Audience:** SNP - Annual Training, SNP - New Sponsors, SNP - Team Nutrition

**Course:** 001 - School Nutrition Program Basic Training Workshop

The National School Lunch Program Basic Training Workshop will present information about the regulations and reporting procedures for School Lunch, Breakfast and After School Care Snack programs. Attendees will learn about the regulations governing the U.S. Department of Agriculture (USDA) Child Nutrition Programs and how to prepare the required program reports, plan menus, approve student meal applications and all other facets of operating the programs.

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**Number of Credits:** 5

**Course meets USDA Professional Standards Requirements?** Yes

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**Session:** 001 - Basic Training for School Meal Programs

**Method:** Course

**Fee:** $0.00

**Registration closes:** 8/3/2016

**Session Credits:** 5.00

Click here for more information about this session.

**General Information**

National School Lunch Program Basic Training Workshop will present information about the regulations and reporting procedures for School Lunch and Breakfast programs. Attendees will learn about the regulations governing the U.S. Department of Agriculture (USDA) Child Nutrition Programs and how to prepare the required program reports, plan menus, approve student meal applications and all other facets of operating the programs.

Anyone responsible for any aspect of the Child Nutrition Programs is welcome, including new food service directors, supervisors and managers, as well as business managers, treasurers, secretaries, teachers and principals. Schools and agencies new to the Child Nutrition Programs are required to attend this workshop before applying to participate in the programs.

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Your registration to attend the Basic Training for School Meal Programs workshop is confirmed: Thursday, August 4, 2016

Figure 10. Confirmation page
From the My Training Page (Figure 11), you may:

1. Click **Add “Other” Training** to register for a different class.
2. Click the red “x” to the right of the training to remove/cancel a registration.

### My Training

Total Credits Earned: 0

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Status</th>
<th>Credits</th>
<th>PS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 - School Nutrition Program Basic Training Workshop</td>
<td>06/28/2015</td>
<td>Not Started</td>
<td></td>
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</tbody>
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For help with registration, please call (800) 808-6325.

This institution is an equal opportunity provider.