How to Submit a Course Roster to the NLS Portal

Step	Instruction	Screenshot
1	 Login to the portal: <u>https://nls.cps.ca/app.html/access</u> User ID: 6-digit Portal ID number Password: If it is your first time logging in, or if you have forgotten your password, click "Reset/Forgot your password." Follow the link in your email to set your password. 	Image:
2	Go to the tab "My Rosters" and click "Add Course."	Welcome CPS Test Neonatal Life Support Portal Dashboard My Courses NRP Courses My Profile My Courses NRP Courses My Rosters Currer My Records Name 202 NRP Website Mag 202 5 NRP Website Mag 202 6
3	 Fill out the course information and click "Save & Add Participants." ♦ You are the Lead Instructor; add any additional instructors as "Additional Instructors." ✓ Courses taught as a lead or as an additional instructor both count towards the three courses you need to teach in three years in order to renew your Instructor status. ♦ If you supervise new instructors <u>successfully</u> that are completing a team teach, add them as "Team Teachers." If the "Save & Add Participants" button is greyed out, go back and ensure you have filled out every box. 	Corres See 2.4dd Tarringson Corres See 2.4dd Tarringson
4	Click "Add Participant"	Course Participants List Add Participant Name Credential Email City Province / S Go Back Edit Roster Save & Continue Save & Exit
5	Click "Find a course participant by their email address or ID number" and type in a participant's email address or portal ID number. If they already have an account, they will pop up and you can click "Add." If a participant does not pop up, fill out their information and click "Save Participant Information."	Search for participant by email. Use this searchable directory to locate students who are already in the NRP database. If their name doesn't "pop-up", enter new student information below. Find a course participant by their email address to the student student information below. Address to the student student information below. Address to the student student student information below.
6	Ensure to confirm that the participants exam was verified and email opt-in. If these boxes are not checked, you will not be able to proceed to the next page.	

7	Once you have added all of the participants, click "Save & Continue."	Course Participants List Add Participant Name Credwold Enal Crity Province / State Actions TEI - Max Carroll MD mikeoglops.cs East Drive Go Back, Liddl Roster Seve & Continue Seve & East
8	Review the information and click "Submit This Roster."	Review Course Details Pract SUMM your fract course review and confirm that the participant information you have provided is correct. Course Data Margin Course Data
9	This screen confirms that your roster has been submitted and that participants will receive their cards. If participants are having trouble accessing their cards, please do not submit another roster.	Course Successfully Added Your course roater has been successfully submitted, an email has been sent to your students to give them access to their profile and provider card. Back To Rester

Last updated: February 2022