

SHIPtalk Registration Instructions

All SHIBA counselors need to be registered in the new SHIPtalk website. Registered counselors can enter client contacts. There is also a new client contact form that must be used (started Aug 1, 2010).

To register on the new NPR SHIPtalk site, following this link (bookmark for future use as well).

<https://shipnpr.shiptalk.org>

On the right side of the screen, click on the "REGISTER" button.

For role choose "AGENCY USER" and your agency will be available on the drop down list.

YOUR EMAIL ADDRESS WILL BE YOUR NEW USER LOG-IN NAME

REMEMBER (write down) YOUR PASSWORD!

Once you complete filling out your personal information, you may choose the tasks that you will perform as a SHIBA. Most counselors will want to check **Counselor** and **Data Submitter**. If you do public presentations, then select **Public and Media Staff**.

After you click on the submit button, an email will be sent to the email address you provided. **In order to complete the registration, open this email and click on the link.** Your registration information is then sent to the State Office for approval.

If the email address that you have used as your user name changes you will need to re-register with the new email address. If you have a Unique ID associated with your old user name, you will have to request a new one with your new registration.

If you have any difficulties with this, please email Dawn Shaw at Dawn.Shaw@state.or.us or call 503-947-7302.