

SHIPNPR Registration Instructions

All SHIBA counselors must be registered in the SHIPNPR website. Registered counselors can enter client contacts and public and media (PAMs), to register go to this link:
<https://shipnpr.acl.gov/Default.aspx>

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



For counselors choose the “Agency User” role and your agency will be available on the drop down list. Sponsors and Coordinators will select “Agency Administrator”.

* Role

YOUR EMAIL ADDRESS WILL BE YOUR NEW USER LOG-IN NAME. REMEMBER (write down) YOUR PASSWORD!

Enter User Name and Password

User Name (Your email address):

Password:

Go >> [Forgot password?](#)

If you forget your password use the “Forgot Password” link under the logon fields

Once you complete your personal information, you may choose the tasks that you will perform as a SHIBA counselor. Most counselors will want to check **Counselor** and **Data Submitter**. If you plan to participate in public presentations or health fairs (booths), 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 in the body of the message.** Your registration information is then sent to the State Office for approval. To change your email address, log in, click on EditMyProfile and click on the Edit My Email link.



If you have any difficulties, please email Dawn Shaw at Dawn.Shaw@oregon.gov or call 503-947-7302.