



Welcome to **CNP CONNECT**

www.esnacs.ride.ri.gov

To log into **CNP CONNECT** you must pass a 2 step login process. Step 1 you will enter your Login Name and Password (provided below) in the designated boxes on the top right side of the CNP Gateway Default Home Page and then click button.

If you successfully entered in your login name and password, the next screen will bring you to Step 2 of the login process - the Challenge Question and Answer form. On this form you will be requested to enter your Challenge Answer (provided below) and click to validate the correct challenge answer was provided.

If 1st time logging into the **CNP CONNECT** application you will then be prompted to change your default password (provided by RIDE) to a unique password consisting of (6-12 characters). Password Complexity Business rules are in place to prevent a user from reuse of prior passwords or using a password that does not conform to our new Password Complexity Rule.

Password Complexity Rule: Before you can save a new password, you must set up your password properly based on new password policies. The password must contain a combination of letters and numbers Including or Consisting of at least:

One Upper Case Letter: A-Z

One Lower Case Letter: a-z and One Number: 0-9

Most Special Characters are NOT allowed for example(*, \, " : < > [] { } ` \ ' ; () @ & \$ # % . ")

Example of an Acceptable Password format: **Sample_3-12**

A password failing either test will be restricted from saving the new password.

NOTE* Once successfully logged into the **CNP CONNECT** application we highly recommend that you change your Challenge Question and Answer. You can change these values by clicking on the Edit User Profile button located on your main menu screen

While you are on the Edit User Profile screen, please enter your **title**, **direct email address** and **direct telephone number**. This information is used within the system to notify or to contact you directly so please make sure to ensure it is correct and current.

How To Steps to create a shortcut on your desktop to the **CNP CONNECT** application website.

1) Type in the web address in the browser address bar on your Internet screen and connect to www.esnacs.ride.ri.gov **2)** Minimize the browser window to expose the desktop background by clicking on the double box icon in the top, right corner. **3)** Put your cursor over the Internet Explorer icon in the address box (at the beginning of the web address), left click your mouse and hold it down while you drag the icon to your desktop. A shortcut will be created on your desktop for "quick launch" capability. To connect to the **CNP CONNECT** web site, just double click the icon and it will open **CNP CONNECT** to its home page.

Please Note: *You have agreed to safeguard your password and challenge question/answer and not share it with anyone. Your User Name will identify you and attach your User Name and the date to all data entered during each log-in session.*

If you have any questions, please let me know.