



## CHICAGO PARK DISTRICT SUCCESS CENTER

### How to Access Online Training:

On behalf of everyone here at the Chicago Park District, we would like to welcome you to the team! We know there is a lot to learn about our great organization, and one of the best ways to get up to speed is to log into the [CPD Success Center](#). The Success Center will be your connection to all CPD training, including the CPD New Employee Orientation.

### How to Enroll for CPD Success Center:

1. Go to [CPD Success Center](https://chicagoparkdistrict.csod.com/samldefault.aspx) (<https://chicagoparkdistrict.csod.com/samldefault.aspx>) or via SharePoint (<http://intranet.chicagoparkdistrict.com/Pages/default.aspx>) on a CPD computer
2. Use your CPD User Name and Password (last name and first initial and the password you used to log into the CPD network).
3. Click on "My Trainings" or look through the vast offering under "Browse for Trainings."

You will notice that you already have one item on your transcripts, which is ***mandatory*** for all new employees. Please take these right away and feel free to register for any other courses that pique your interest (note that you must have your supervisor's approval for all in person trainings).

Workforce Development is always here to answer any questions you may have. Feel free to email us at [workforcedevelopment@chicagoparkdistrict.com](mailto:workforcedevelopment@chicagoparkdistrict.com)

**Thank you and welcome to the Chicago Park District!**