

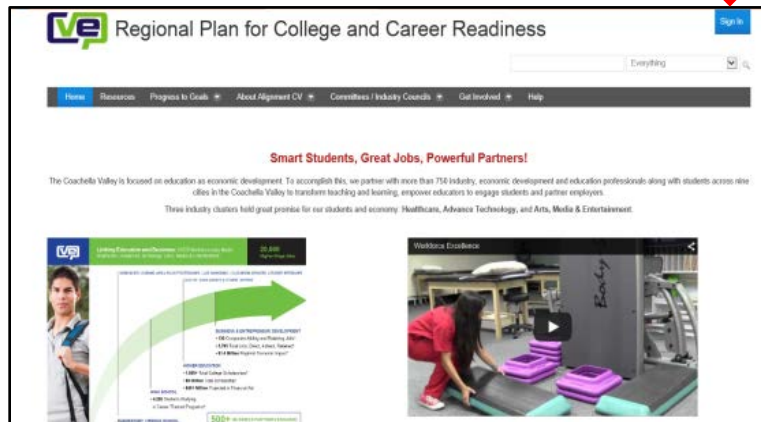


Alignment USA ComCo Portal Knowledge Base

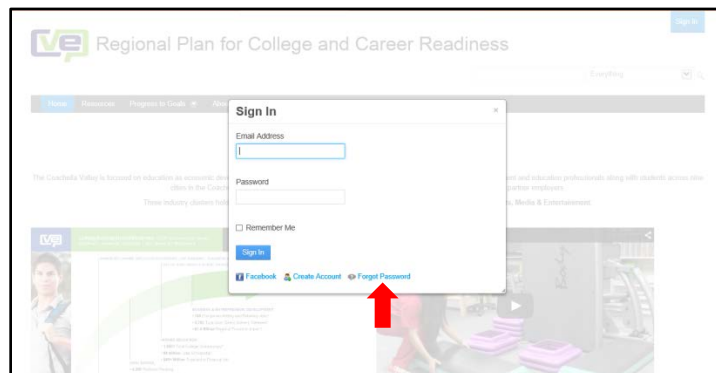
Alignment Portal – Overview

The Alignment portal is a place where committee information can be stored and organized. All committee members should already be registered in the system, so please follow the directions below to access the portal:

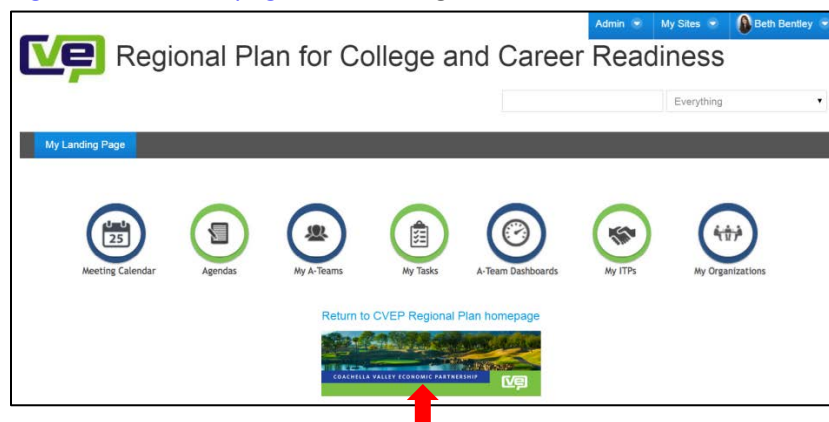
- 1) Visit <http://portal.cvepwfe.com>
- 2) Go to the upper right and click the “sign-in” button



- 3) Click the button that says “forgot password”



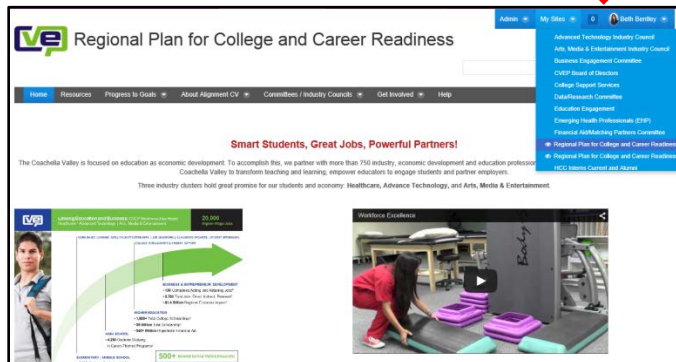
- 4) Enter your email (where you receive CVEP correspondence) and a password reset will be sent to your email.
- 5) Once logged in, you will be asked to accept terms (if you have not done so already) and then be taken to the landing page. To leave the landing page to visit the public webpage, click “[Return to CVEP Regional Plan homepage](#)” or the image.



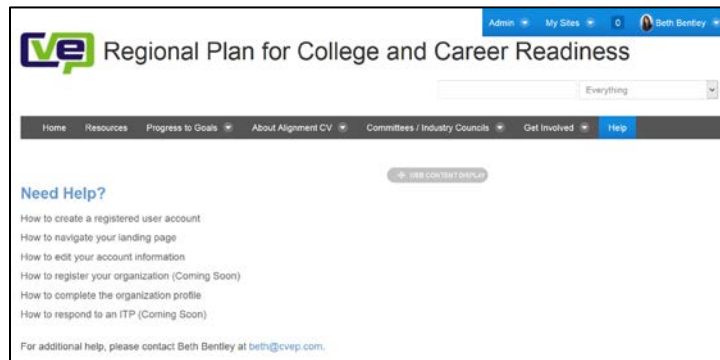


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- 6) Explore the three areas on the top right – **Admin**, **Sites**, and your **name** (which contains account information).



- 7) Please visit <http://portal.cvepwfe.com/help> where you will find links to creating user accounts, navigating the landing page, how to edit account information (including how to add a picture and change your password), etc.



CVEP Regional Plan homepage:

- This portion of the site is for the public and does not require you to sign-in or register. Please explore tabs for information on smart aspects of the Regional Plan and programs.

Visit Private pages/committee sites:

- Click “My Sites” and a drop-down menu will list all the committee private pages to which you are assigned.
- Clicking on one of these will take you to the homepage for that committee and will look similar to your landing page, but will be specific for that team. This is where you will find meeting minutes, tasks, directory of members, resources, message boards, etc.

