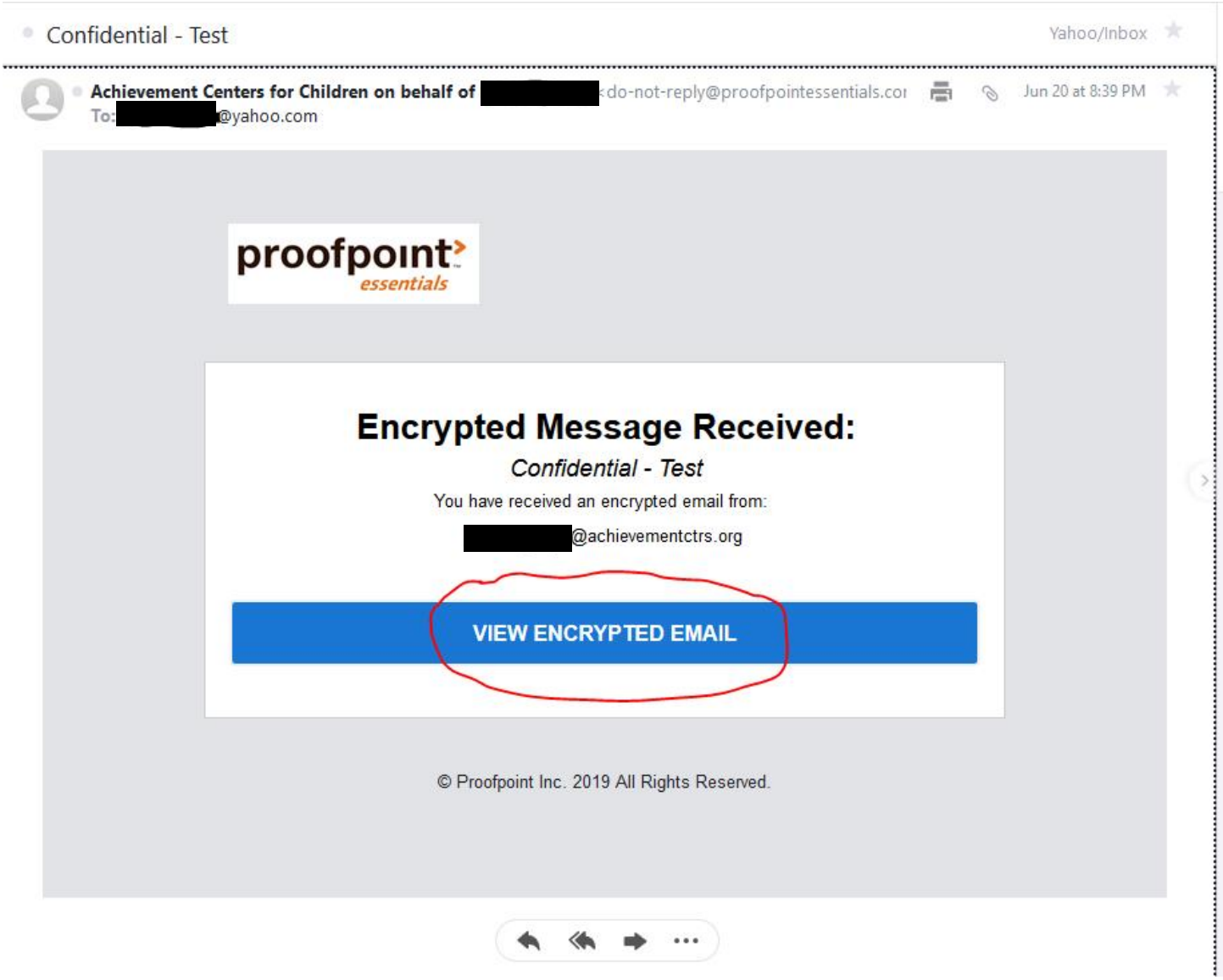
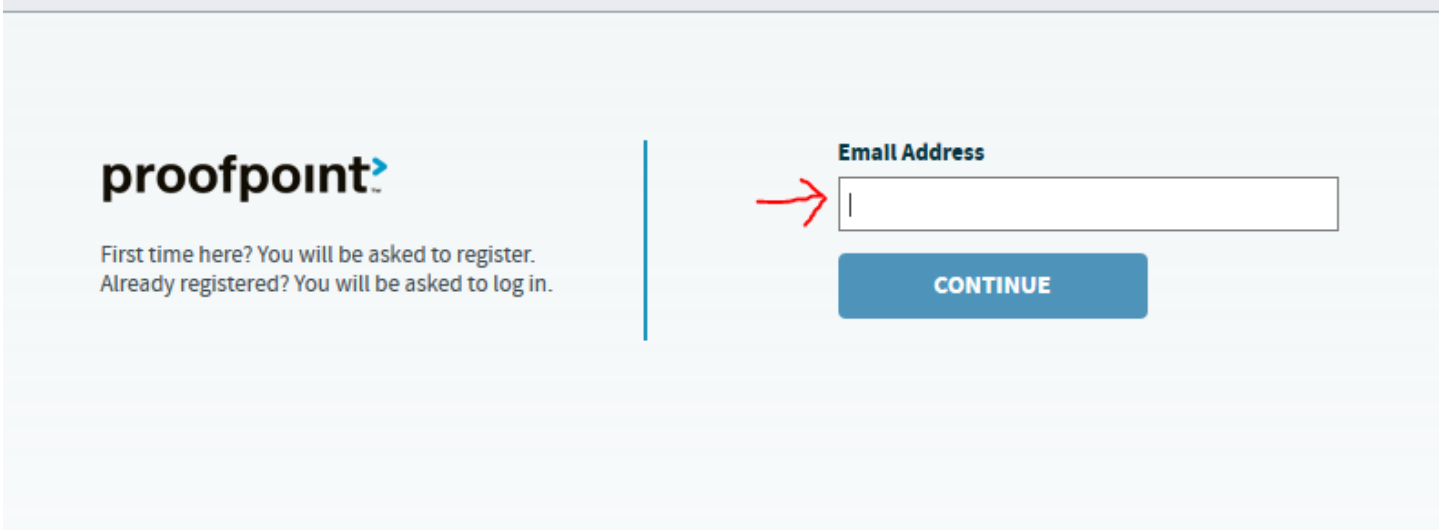
Achievement Centers for Children has partnered with ProofPoint Email Encryption to securely send emails that contain Protected Health Information or other confidential information. The steps below outline how to open encrypted emails received from the Achievement Centers for Children.

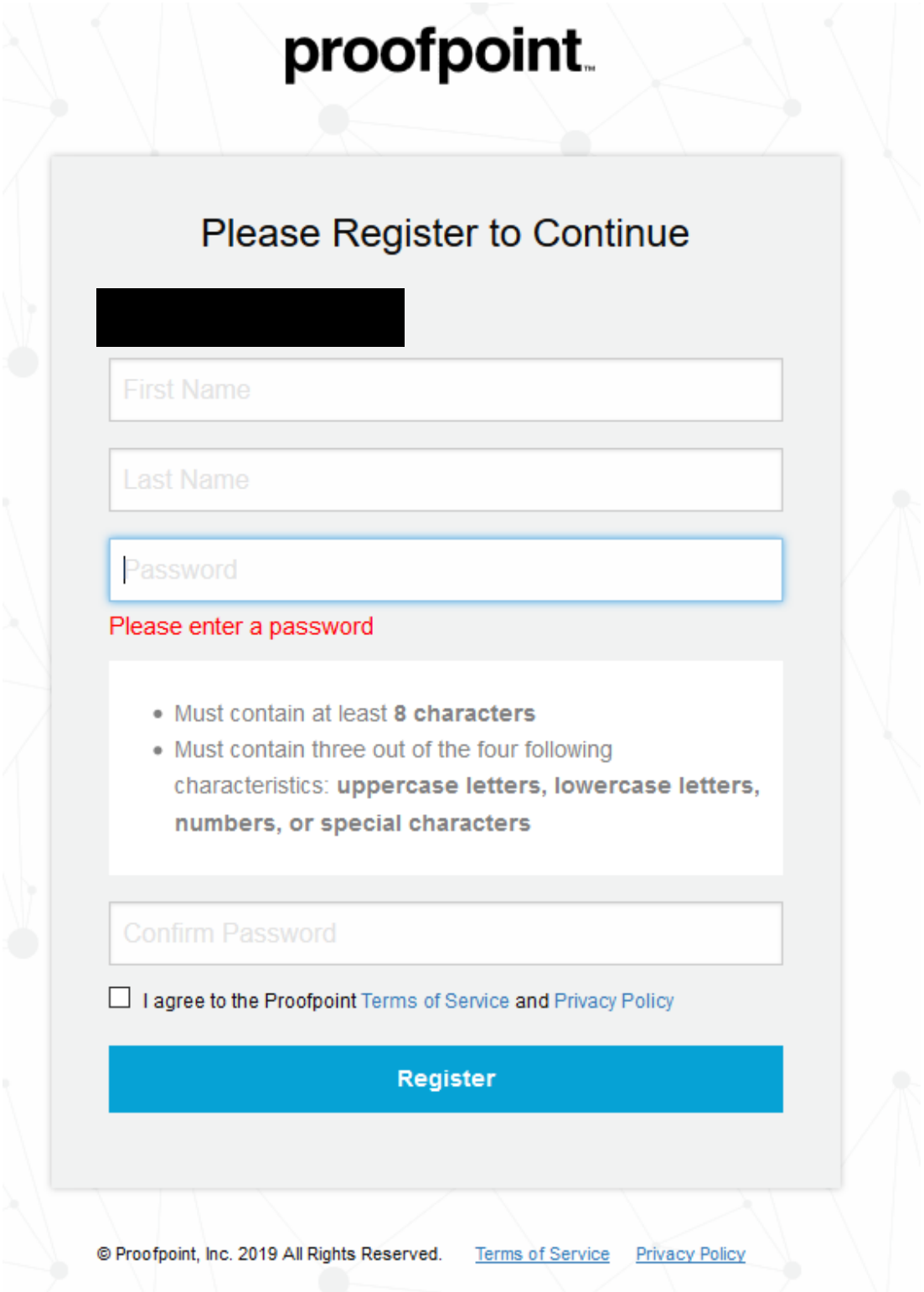
If you receive an encrypted email, it will look similar to the message below. To open the encrypted email click VIEW ENCRYPTED EMAIL as indicated by the red circle below.



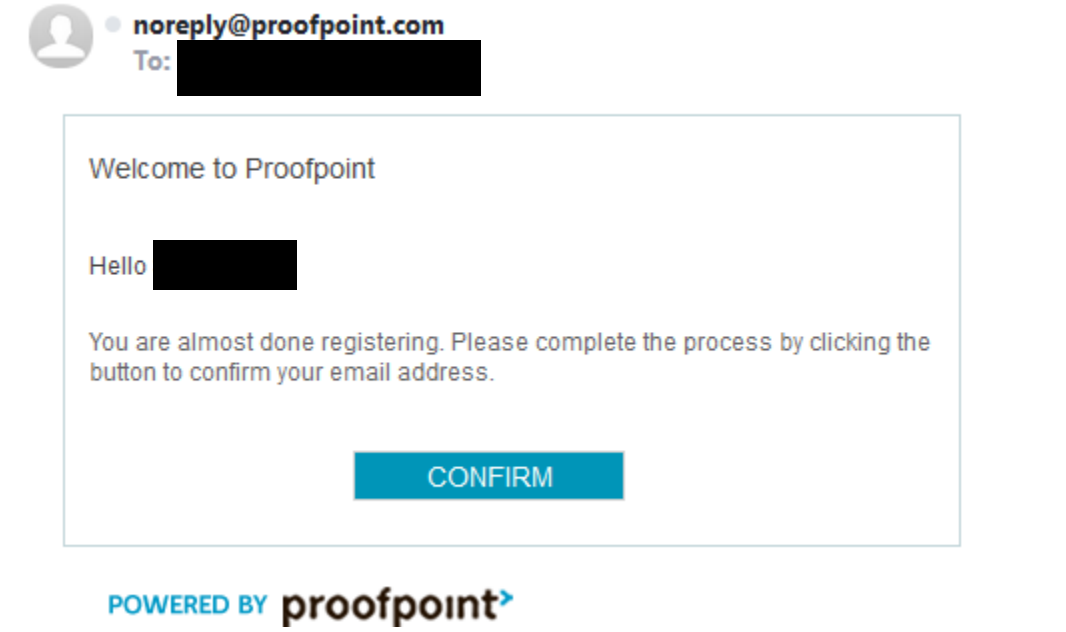
A web browser window will open where you will need to enter your email address (the one the message from Achievement Centers was sent to) then click Continue.



If this is the first time you've received an encrypted email from ProofPoint you will need to register by populating the fields below. Please remember the password you create as you will need it to open ProofPoint encrypted emails from Achievement Centers in the future.

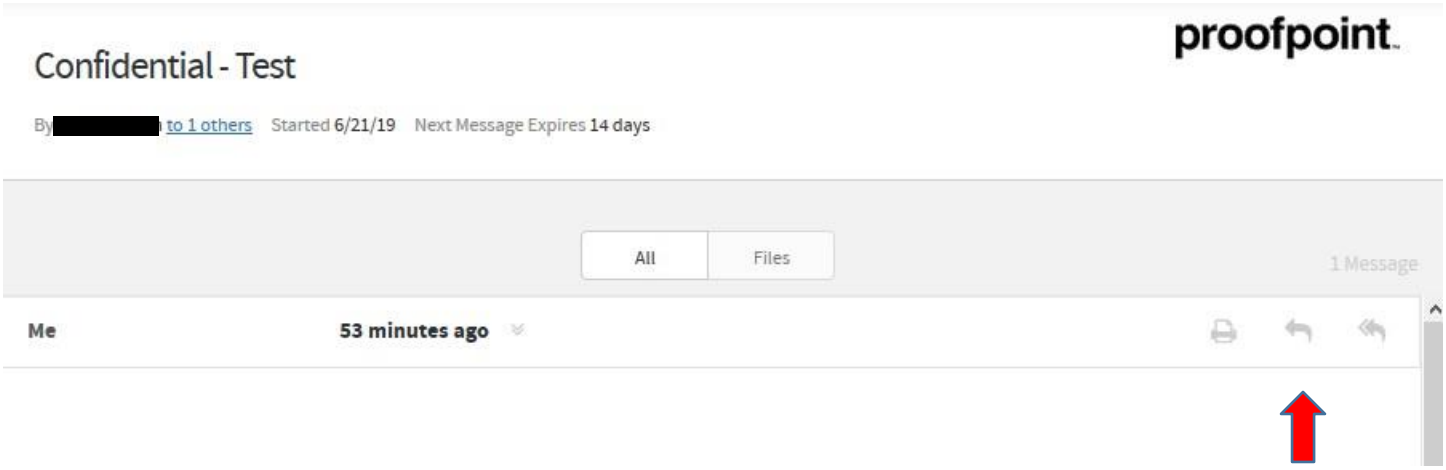


After clicking Register, ProofPoint will send you an email with instructions to complete the registration process. When you open the email click Confirm.



You will now be logged into the ProofPoint secure email portal where you will be able to view encrypted emails sent to you from Achievement Centers for Children.

Within the email portal you have the ability to print and securely reply to the email (indicated by the red arrow below).



If you have any questions please contact ITdepartment@achievementctrs.org