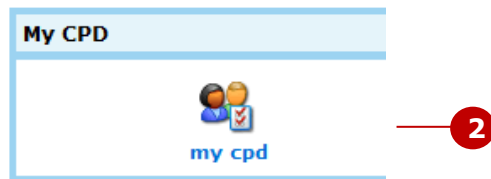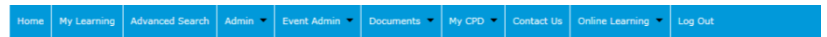# ACCESSING MY CPD

It's easy to access the My CPD area on the Learning and Development Gateway. Just follow these simple steps.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

1 To view the My CPD area click on **My Learning**

2 Click **my cpd**

The My CPD area will now be displayed

For Your Reference…

1. Any time you make a change to a section in the My CPD area click **Save** before moving to the next section

Handy to Know…

- Any item with a red asterisk (*) is mandatory so needs to be completed

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