

ACCESSING MY CPD

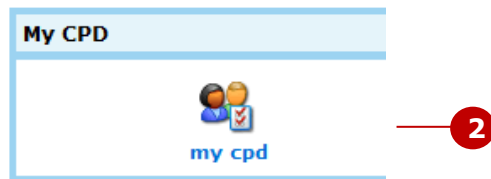
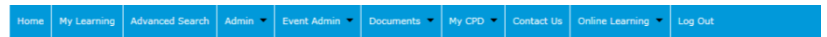
It's easy to access the My CPD area on the Learning and Development Gateway. Just follow these simple steps.

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



My CPD

Basic Details

Employment History

Qualifications

Training History

Other Ways of Learning

Professional Membership

Performance Review

Training Needs Identified

Download My CPD

First Name *

Last Name *

Date of birth / / *

Email Address
(You can use your work or a personal email address) *

Telephone Number

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