

## BASIC DETAILS

The **Basic Details** section contains your name, date of birth, email address and telephone number. This information all feeds through to your Gateway User account.

Make sure you keep your Basic Details up to date.

### Try This Yourself:

*Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area*

- 1** Click the **Basic Details** tab
- 2** Amend any of the fields that need changing
- 3** Click **Save**

**My CPD**

Basic Details | Employment History | Qualifications | Training History | Other Ways of Learning | Professional Membership

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. You can enter either a work or personal email address

### Handy to Know...

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