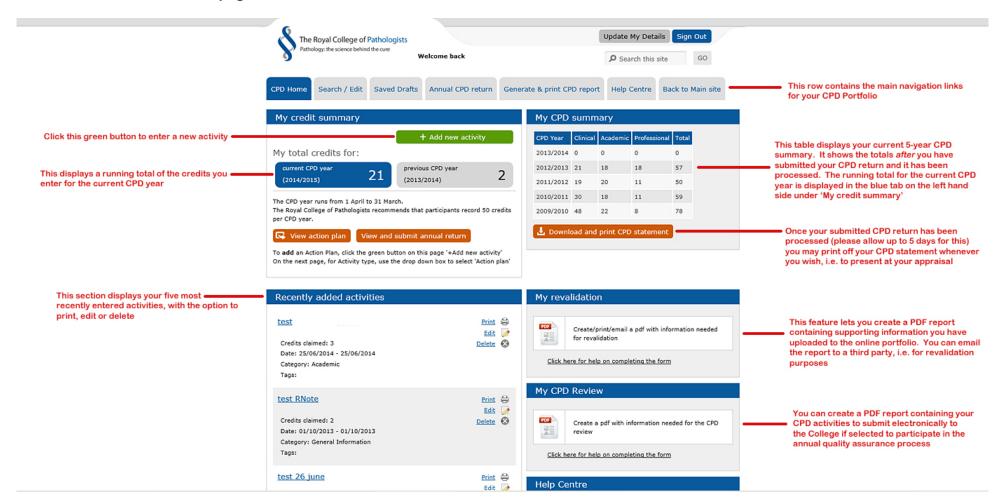


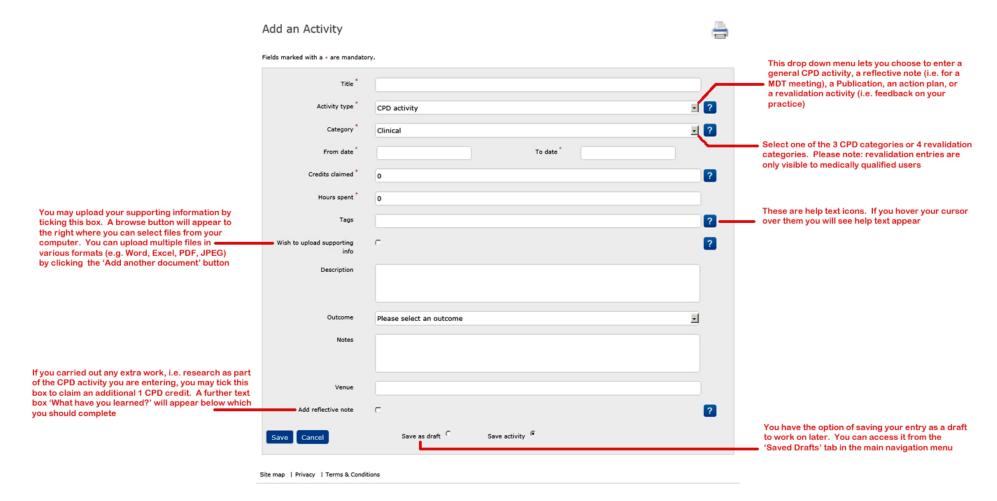


User guide to the new online CPD portfolio

Online CPD Portfolio – Homepage



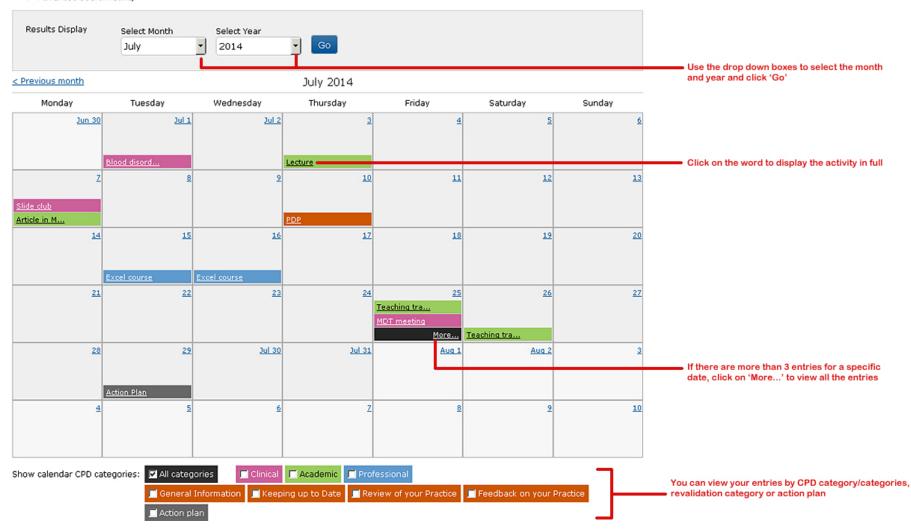
Online CPD Portfolio - Add an activity



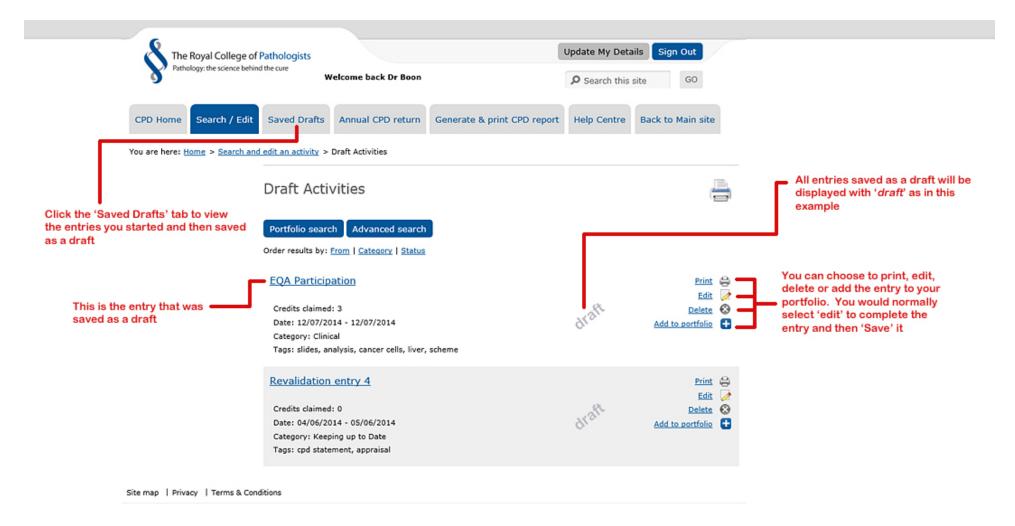
Online CPD Portfolio - Search / Edit

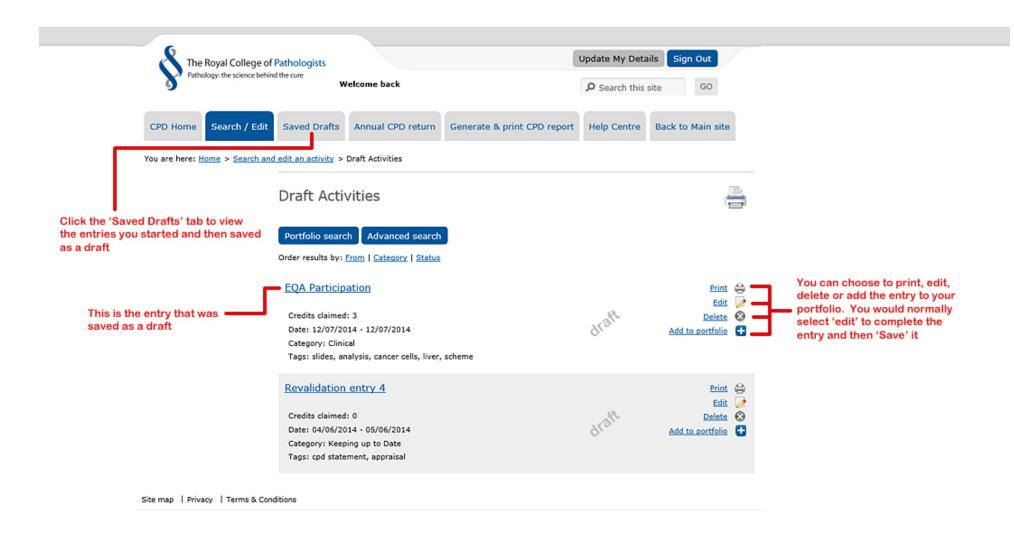
This page allows you to view, search and edit your entered CPD activities. The page is comprised as follows:

- Search for an activity via the two drop down boxes for Month and Year and click Go
- Use <Previous month and Next month> to scroll forwards and backwards through the calendar
- Filter your search by CPD category (Clinical, Academic, Professional) or by the four revalidation domains.
 You can tick/select more than one box at a time.
- . Search by keyword (you can further filter the results with the three drop down options)
- · Advanced search facility

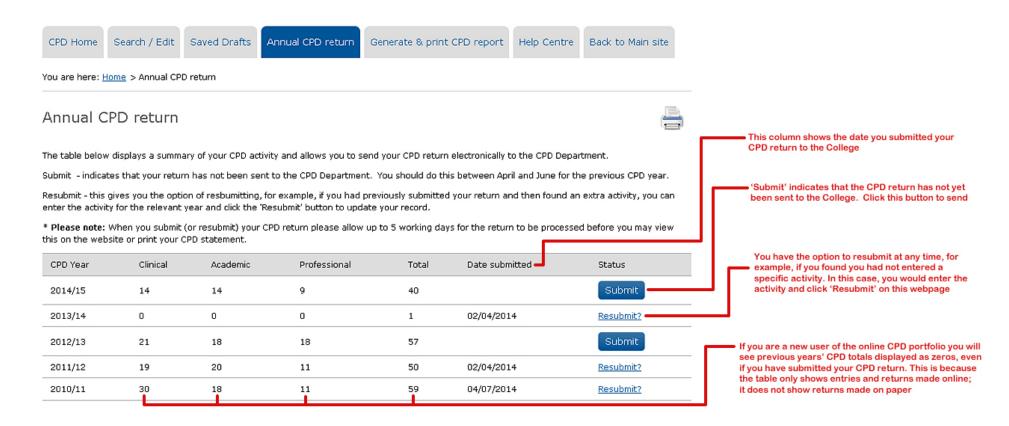


Online CPD Portfolio - Saved Drafts

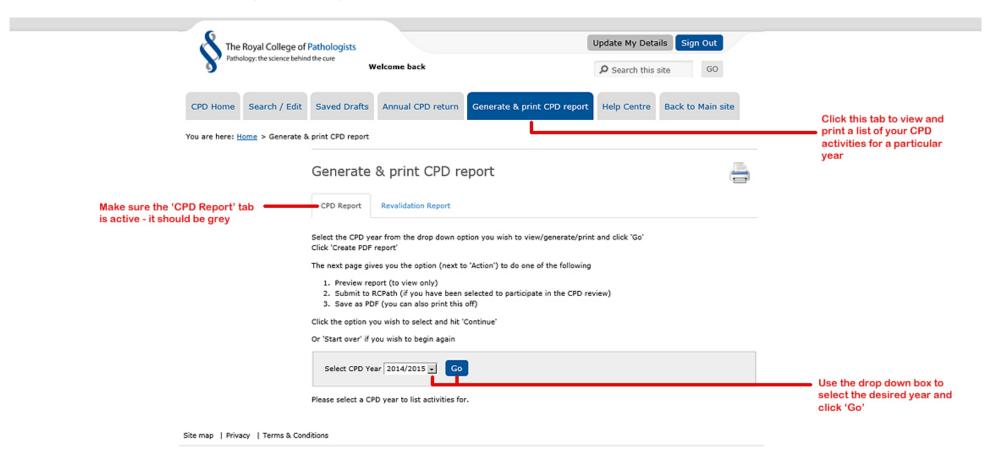




Online CPD Portfolio - Annual CPD return



Online CPD Portfolio - Generate & print CPD report



CPD Report

Revalidation Report

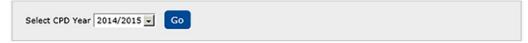
Select the CPD year from the drop down option you wish to view/generate/print and click 'Go' Click 'Create PDF report'

The next page gives you the option (next to 'Action') to do one of the following

- 1. Preview report (to view only)
- 2. Submit to RCPath (if you have been selected to participate in the CPD review)
- 3. Save as PDF (you can also print this off)

Click the option you wish to select and hit 'Continue'

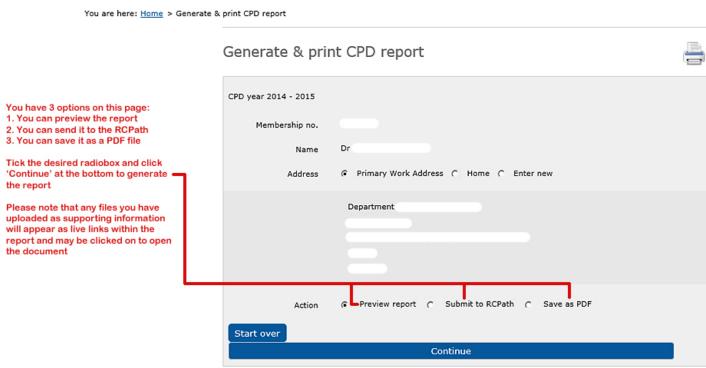
Or 'Start over' if you wish to begin again



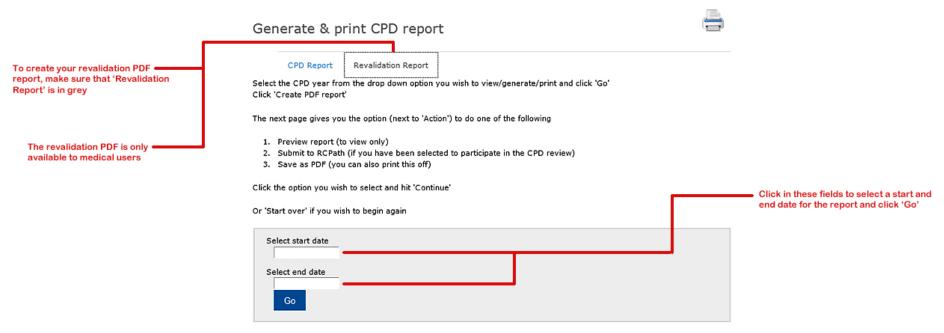


Click 'Create PDF Report' when you are ready

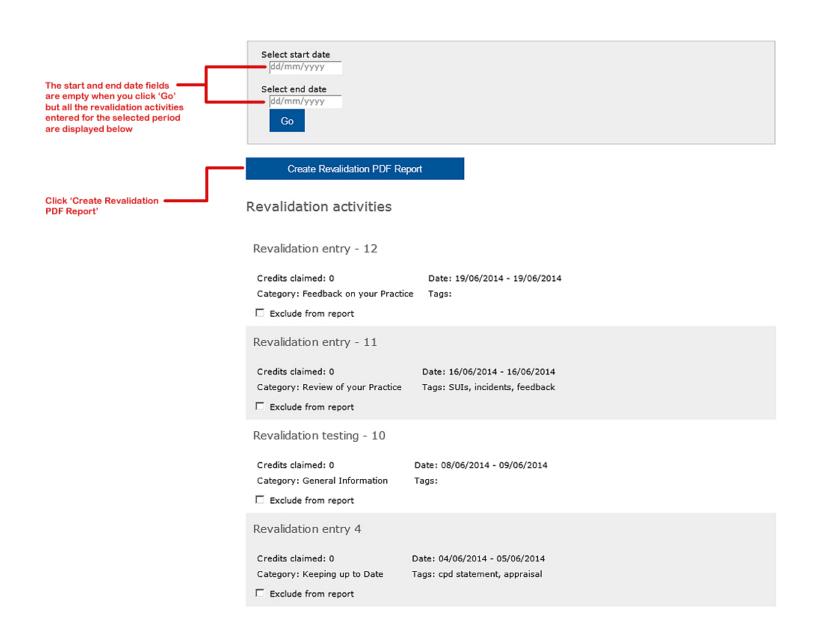




Online CPD Portfolio – Generate & print revalidation report



Please enter a start and end date for revalidation activities.





You are here: Home Generate & print CPD report

Generate & print CPD report



