Note:

- Please note that hospital firewalls may prevent access to this portal and disrupt user experience.

**QUICK GUIDE – CPD Overview**

- Log in to the ASMIRT Members Site

  - **CPD hours at a glance**
  - **Add New a CPD Activity directly from Dashboard**
  - **My CPD – Manage CPD**
  - **Access CPD Resources**

- To view and manage CPD; Select **My CPD** from left-hand side **Main Navigation** tool bar

- **My CPD Dashboard** consists of three tabs:
  - My CPD Performance – View your lodged CPD hours.
  - Add CPD Activity – Easily enter details of your CPD activity.
  - My CPD Activities & CPD Report – View and edit all your lodged CPD Activities and produce a CPD Report for the date range of your choice.

*Updated – November 2020*
QUICK GUIDE – How to Add a CPD Activity

• To add a CPD Activity directly from the ASMIRT Members Site dashboard; Select Add a New CPD Activity

• To add a CPD Activity from My CPD Dashboard; Select Add CPD Activity

• You can now enter your own CPD activity; Select next to Enter my own activity

• Or to search for non-appellated CPD activities, appellated events or appellated organisations, enter keywords into Search...

Non-Appellated CPD Activities/Programs
Enter keywords such as activity description in the **See CPD Activities & Credit Table: click here**

Appellated CPD Activities/Events
Enter in keywords from an Appellation organisation name or the Appellation 6-alpha code that is located on your certificates issued by the appellated program holders, e.g. ASMIRT

**See Appellation organisation names and codes: Click here **

• Search results appear instantly; select associated with the relevant CPD activity

(Note: non-appellated programs display as NONAPP under Category/Code)
Updated – November 2020

Adding CPD Activity for MY NAME

Enter Activity Title (pre-filled if CPD activity chosen from list)

Enter Provider Name (pre-filled if CPD activity chosen from list)

Enter Activity Description

Enter Activity Category (pre-filled if CPD activity chosen from list)

Enter Activity Date

Enter Activity Date(s)* (Select days)

Enter Hours Claim* (Hours Claim)

Enter Hours Claim (pre-filled if CPD activity chosen from list); check if correct, otherwise edit as necessary

Enter Reflections by selecting the tick box ✓

Note: Multiple Activity Date/s may be entered for a recurring activity; simply select all applicable dates. Enter Hours Claim per each activity, i.e. 1 hour on each date.

Enter Personal Note if applicable

Upload Supporting Files as CPD evidence, i.e. Certificate of Attendance. Note: keep file size as small as possible, document must be jpeg, jpg, png or pdf files only.

Once complete SAVE RECORD
QUICK GUIDE – My CPD Activities & CPD Report – How to View CPD Activities / Generate a Report / Edit / Delete CPD Activity

- Enter chosen Date Range to view & edit CPD Activities in Activity Data and/or Generate Report
- View lodged CPD Categories information for chosen Date Range.
- CPD Hours displayed for chosen Date Range
- Edit the number of entries displayed
- Use Arrows to edit viewing order
- Generate Report PDF for chosen Date Range
- Use keywords to Search lodged CPD Activities
- To view, hover over Reflection / File / Note. To view attached document click on the File Name
- To Edit CPD Activity select
- To Delete a CPD Activity; select Edit and Delete CPD Activity

Updated – November 2020