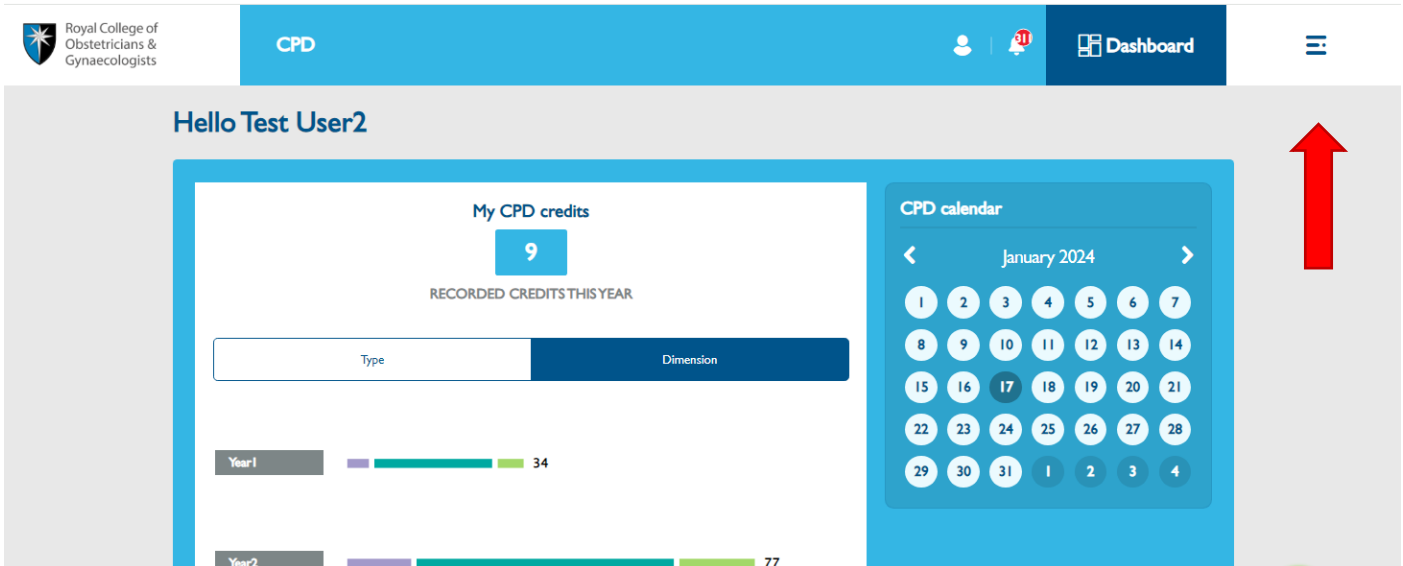


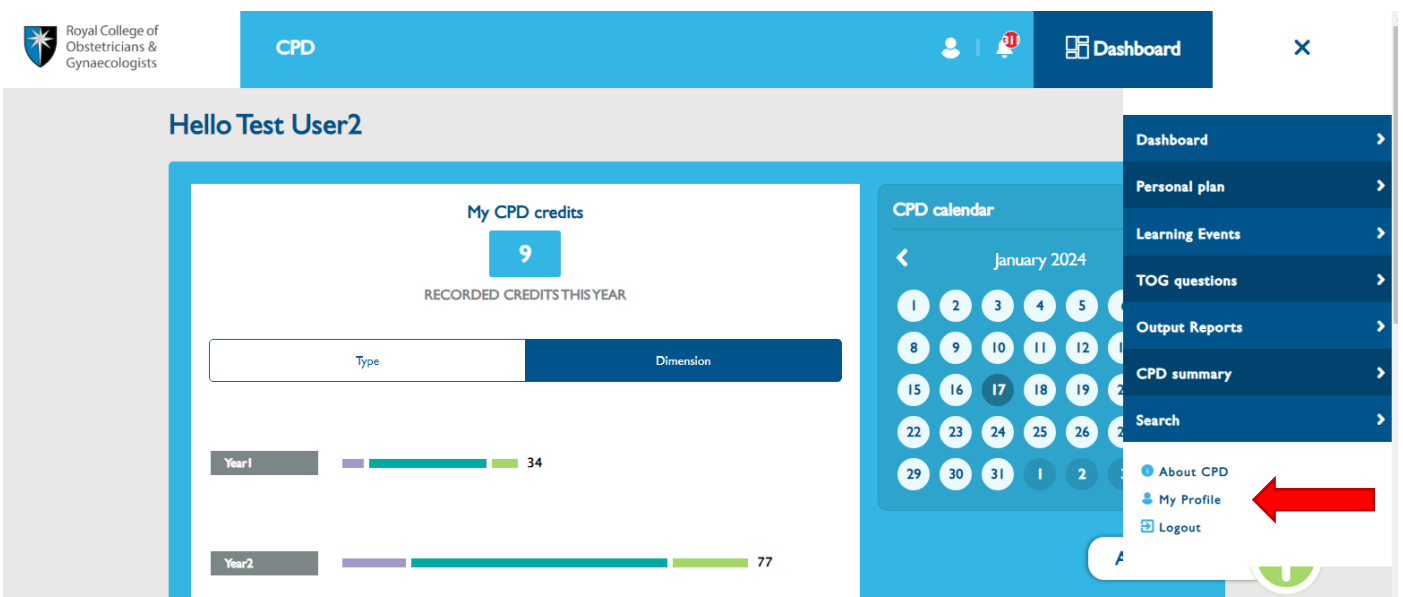
My CPD Profile

- To access the 'My Profile' area, please click on the menu at the top right-hand corner of the CPD ePortfolio homepage:



The screenshot shows the CPD ePortfolio homepage for 'Test User2'. The top navigation bar includes the Royal College of Obstetricians & Gynaecologists logo, the 'CPD' title, a user profile icon, a notification bell with '31', and a 'Dashboard' button. A hamburger menu icon is located in the top right corner, indicated by a red arrow. The main content area displays 'Hello Test User2' and 'My CPD credits' with a value of 9. Below this is a table with columns 'Type' and 'Dimension'. Two progress bars are shown for 'Year1' (34) and 'Year2' (77). To the right is a 'CPD calendar' for January 2024, with the 17th highlighted.

- Select 'My Profile' at the bottom of the next screen:



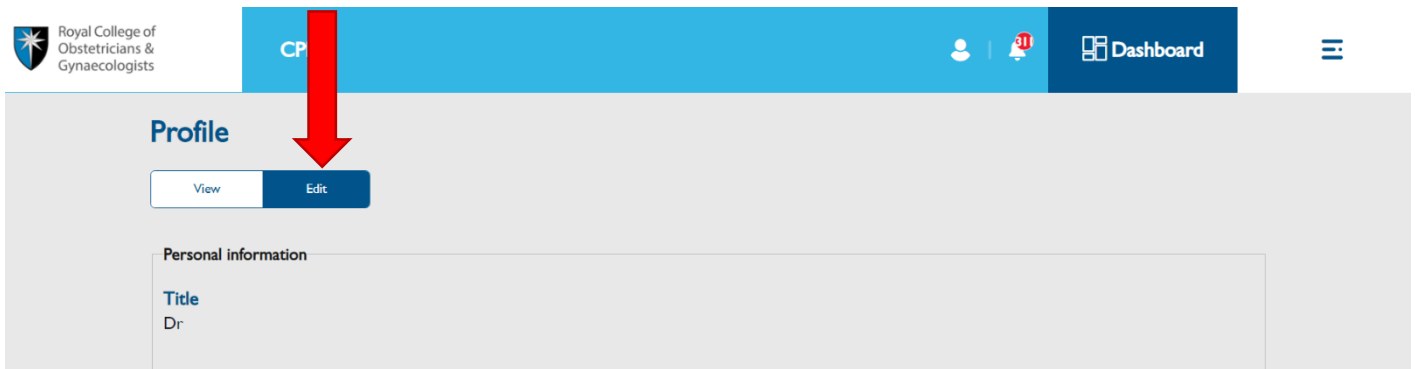
This screenshot shows the same CPD ePortfolio homepage as above, but with the navigation menu open. The menu items are: Dashboard, Personal plan, Learning Events, TOG questions, Output Reports, CPD summary, Search, About CPD, My Profile (highlighted with a red arrow), and Logout. The background content remains the same as in the previous screenshot.



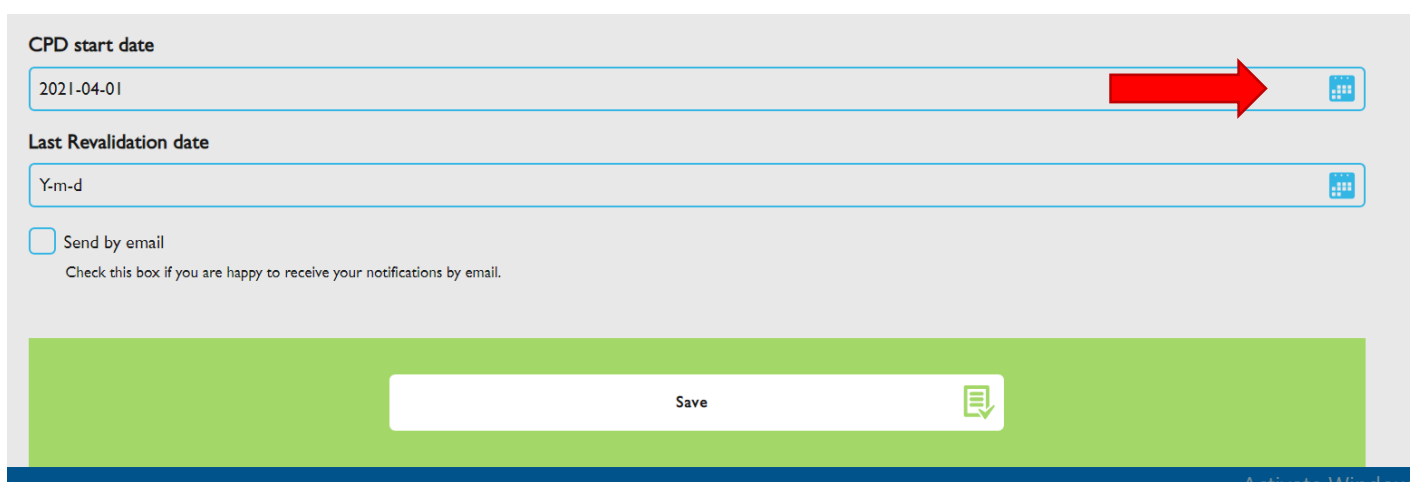
- You will receive the following page:

<p>Profile</p> <p>View Edit</p> <p>Personal information</p> <p>Title Dr</p> <p>First name Test</p> <p>Last name User2</p> <p>Professional information</p> <p>GMC number 123</p> <p>Current hospital post Associate</p> <p>Current hospital town/city London</p> <p>Current hospital country England</p>	<p>Note that CPD participants cannot edit the professional information given in the 'My Profile' page. This is imported from the College database.</p> <p>If you wish to change your post, hospital name or hospital town, please contact the CPD Office who will be able to amend the College database.</p>
<p>CPD</p> <p>Participation UKFM</p> <p>RCOG number 456</p> <p>CPD start date Thu, 01/04/2021 - 12:00</p> <p>Last Revalidation date Tue, 15/01/2019 - 12:00</p>	<p>Participation indicates whether a doctor:</p> <ul style="list-style-type: none">is a UK Fellow or Member (UKFM)is an Overseas CPD participant (OSPART)is a UK Associate (UKA) <p>A CPD start date appears at the bottom of the Profile page, which is normally the date of when you first logged on to the CPD ePortfolio.</p>

- You can edit the **CPD start date** to align it with your appraisal start date if you wish. To do this, please click on 'Edit' at the top of the Profile page:



- Scroll down to the bottom in the following page and select an appropriate CPD start date using the calendar. Then click on 'Save' at the bottom of the screen.



- Following this, the 'My CPD credits' graph on the dashboard page will show the number of CPD credits accrued from the CPD start date that you have set (1 April 2021 in the above example).





You will have the option to edit the CPD start date in the future by returning to 'My Profile.'

While in 'edit mode' on 'My Profile,' the system provides the option to annotate your revalidation date at the bottom of the page. Adding your revalidation date here serves no particular function in the CPD ePortfolio; it is only useful as an aide-memoire.

The screenshot shows a form with two date input fields. The first field, labeled 'CPD start date', contains the text '2021-04-01'. The second field, labeled 'Last Revalidation date', contains the placeholder text 'Y-m-d'. A red arrow points to the right side of the 'Last Revalidation date' field. Below the date fields is a checkbox labeled 'Send by email' with the text 'Check this box if you are happy to receive your notifications by email.' At the bottom of the form is a green bar containing a white 'Save' button with a document icon.

CPD Office Contact

If you require technical support with the use of the CPD ePortfolio, please contact the CPD Office via email at cpd@rcog.org.uk