

# myCPD QUICK START GUIDE

Welcome to IFST's myCPD online CPD management system!

Before starting to use this valuable tool we recommend you work through this simple quick start guide which describes the basic elements of the myCPD system so that you can start recording your CPD activities straight away.

Start by logging in to myCPD using the Username and password provided by IFST

**myCPD** CPD Management System

✓ You have been logged out

✧ Welcome

Welcome to IFST's Continuing Professional Development Management System, MyCPD, which has been especially designed to help you get the most out of your professional development activities.

Whether you are undertaking CPD for your own personal development, as part of your company's internal development requirement or in order to maintain your professional status, MyCPD is designed to help you plan, record and reflect on your personal development experiences in a simple but thought-provoking way. If you would like some guidance on how to get started using MyCPD, [click here](#)

We hope that by regularly logging onto your records within MyCPD you will soon start to appreciate the benefits of regularly focussing on your personal and professional development. Keeping a record of these activities and filing details of useful learning materials can also help you to draw out the most important elements of learning from your various experiences.

For more information and guidance on how to get the most from your CPD, [click here](#)

Don't forget to refer to the 'Help' section by clicking on the tab to the right hand side of each page which have been written to give you lots of hints and help about how best to complete your personal records within MyCPD.

Good luck with your development!

**Login**

Please enter your username and password below in order to login

Username:

Password:

ⓘ Your password is case sensitive

[Forgotten your login details?](#)

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# STARTING TO RECORD CPD

**Step 1 – Hover over the tab  
'Learning Activities'**

**Step 2 – Choose 'Add  
Personal Learning Activity'**

The screenshot displays the 'myCPD' CPD Management System interface. The browser address bar shows 'www.mycpd.ifst.org/portfolio/activities/'. The system header includes the 'ifst' logo, 'myCPD', and 'CPD Management System'. A navigation bar contains tabs: 'View Portfolio', 'Evidence', 'Learning Activities' (highlighted with a red circle and a red arrow from Step 1), 'PDP', and 'Reports'. Below the navigation bar, the 'Learning Activities' section is active, showing a 'Manage your Learning Activities' header. A list of options is displayed, with 'Add Personal Learning Activity' circled in red and pointed to by a red arrow from Step 2. Other options include 'Learning Activities Awaiting Review', 'List Special Circumstances', 'Available Shared Learning Activities', 'List Personal & subscribed shared learning activities', 'Add Special Circumstance', 'List Statutory Mandatory Training', and 'Past Unsubscribed Shared Learning Activities'. The footer contains the text 'e-Portfolio/CPD Software & Design Copyright © 2007-2015 Premier IT. All rights reserved.'

# STARTING TO RECORD CPD

**Step 1 – Complete the details of your learning activity (items marked with a '\*' are required fields)**

Learning Activity

Title \*

Start Date \* 03/02/2015 12 : 10 (dd/mm/yyyy hh:mm)

End Date  :  (dd/mm/yyyy hh:mm)

Activity Type \* --select--

Status \* Open  
Users with access to your portfolio will only be able to see Open Learning Activities. Only you will be able to access Learning Activities marked as Private.

Details

HELP

**Note –** There are help hints and tips available by clicking on the 'Help' tab on the right hand side of many pages

**Step 2 – Always remember to click 'Save'**

Link to this Learning Activity

Supporting Evidence

PDP Objectives

☐ Add Your Review

Save

Save and link to Professional Registers or General Competency Framework

**You can stop at this point and add your review later when you have completed the activity or you can continue to the next step if you have already completed the activity**

# COMPLETING A LEARNING ACTIVITY

To complete a learning activity you need to write a short 'Review' which is a reflection of the benefits of this learning activity to you and others

**Step 1** – Continue completing your new learning activity or select from previously entered learning activities still needing a review

**Step 2** – Tick box to add your review

**Step 3** – Add your review in the space provided

**Step 4** – Don't forget to click 'Save'

The screenshot shows the 'Add Learning Activity' form in the ifst system. The form is titled 'Add Learning Activity' and has a 'Learning Activity' section. The 'Title' field is set to 'Workshop'. The 'Start Date' is set to '11/04/2014' with a time of '16:30'. The 'End Date' is set to a default value. The 'Activity Type' is set to '--select--'. The 'Status' is set to 'Open'. The 'Details' field contains 'Food Safety group'. Below the 'Details' field, there is a section 'Link to this Learning Activity' with 'Supporting Evidence' and 'PDP Objectives' dropdowns. At the bottom of the form, there is a checkbox labeled 'Add Your Review' which is highlighted by a red circle. The 'Add Learning Activity' button at the top is also highlighted by a red circle.

# RECORDING A PERSONAL DEVELOPMENT PLAN (PDP)

myCPD gives you the option to record a Personal Development Plan or PDP if you wish to. You can then link specific CPD activities and so keep a record of your progress against your plan.

**Step 1** - Hover over the PDP tab and choose 'Create New Personal Development Plan'



**Step 2** - Complete The details of your plan in the dialogue box that opens

**Step 3** - Don't forget to click 'Save'

# ADDING OBJECTIVES TO YOUR PDP

Once you have created a PDP and pressed 'Save' you have the option to start adding development objectives to your plan

Remember, you can always return to add more at a later date

Tick the box to add a new PDP objective, fill in the details in the dialogue box that opens and remember to 'Save'.

myCPD CPD Management System

View Portfolio Evidence Learning Activities **PDP** Reports

Home My Details Admin Area

Personal Development Plan has been created

View Personal Development Plan

View Edit Associations Delete

Title: Leadership skills Date Range: 07/11/2014 - 31/12/2015 Date Created: 07/11/2014 14:54

Status: Open

Trainee Name	Marjo Kiven
Title	Leadership skills
Description	
Status	Open
Date Range	07/11/2014 - 31/12/2015
Date Created	07/11/2014 14:54

PDP Objectives

This personal development plan does not yet contain any PDP objectives.

[Add New PDP Objective](#)

# LINKING YOUR LEARNING ACTIVITIES TO YOUR PDP

The next time you create a new Learning Activity you can click on 'PDP Objectives' and from the dropdown menu choose to make connections between your learning activity and your PDP objectives...

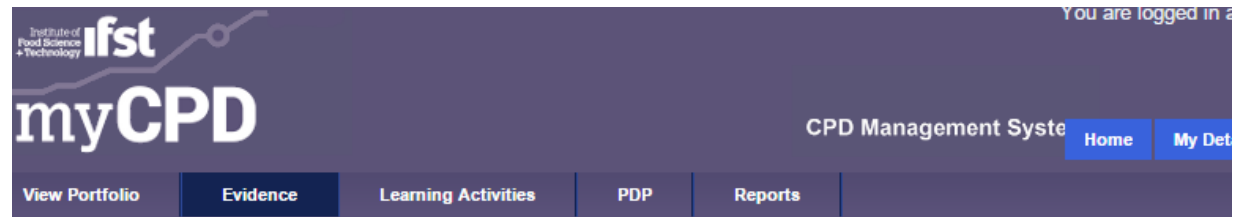
...don't forget to 'Save'!

The screenshot displays the 'Link to this Learning Activity' section of the e-Portfolio/CPD Software & Design interface. The form includes fields for Title, Start Date (07/11/2014), End Date, Activity Type, and Status (Open). A red circle highlights the 'PDP Objectives' dropdown menu, which is open, showing a list of objectives including 'Developing my computer skills', 'Increase my scientific knowledge', 'Learn to communicate better', and 'Learn about leadership techniques'. A red arrow points from the text '...don't forget to 'Save'!' to the 'Save' button at the bottom of the form. The interface also includes a 'Supporting Evidence' dropdown, an 'Add Your Review' checkbox, and a 'Save and link to Professional Registers or General Competency Framework' button. A sidebar on the right contains a 'HELP' button and a list of activities and reviews.

# ADDING EVIDENCE TO SUPPORT AN ACTIVITY

You can add evidence to support a learning activity

Hover over  
'Evidence/Add  
Evidence' and click to  
open this page.



From the 'Type'  
dropdown menu select  
the type of evidence

A screenshot of the 'Add Evidence' form. The form has a light blue header with the text 'Add Evidence' and a small icon of a person. Below the header, there are three main input fields: 'Title' (a text box), 'Type' (a dropdown menu with '-select-' selected), and 'Description' (a large text area). A red circle highlights the 'Type' dropdown menu, and a red arrow points from the text 'From the 'Type' dropdown menu select the type of evidence' to it. At the bottom of the form, there is a 'Save' button and a checkbox labeled 'Save and link to Professional Registers or General Competency Framework' with a 'Cancel' link next to it.

Complete the detail of  
the evidence and then  
remember to save.

The next time you  
record a Learning  
Activity you can link it  
to this evidence