Welcome to IFST’s myCPD online CPD management system!

Start by going to the IFST website: www.ifst.org/ and logging in through the Login section (right top corner) using the Username and Password provided by IFST (if you’re already an IFST member you login to your account as usual)
Logging in will bring you to your Welcome screen.

Once logged in, you can access myCPD by clicking on **myCPD** in the green box on the left.
You can click here to edit account details and interests.

Note: Non-members will not have access to Forums
WELCOME PAGE

You can access your dashboard on this page, find useful information and view events

Click here to be transferred to myCPD Dashboard

Upcoming events by IFST or your training provider if in a Group Scheme

Get information and guidance about myCPD

Best practice for maintaining CPD
myDashboard has multiple features - as listed below

Click on **View All Activities** to access all learning activities logged to date. From there you can: edit, monitor and export current work.

**myHours** – percentage of completed hours of learning activities against total hours on target.

**myProgress**
- 1/2 Entries need reflection adding
- 0/2 Entries are linked to PDP
- 2 months 14 days Time remaining to log and complete activities (based on a calendar year)

Number of activities which have occurred but pending reflection.
You can find your learning activities by searching date range

New Search – as the default view is the current calendar year, you can change the view by searching using a different date range (this will change myHours and myProgress details)
STARTING TO RECORD CPD

There are five categories to choose from for entering learning activities.

View current activities per category by clicking on the VIEW button.

Start logging a new activity in the appropriate category by clicking on the NEW button.
**STARTING TO RECORD CPD**

### Insert A New Learning Activity for Work-based learning

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the date of your activity (from a drop down)</td>
</tr>
<tr>
<td>Activity</td>
<td>Fill in the name of your activity here</td>
</tr>
<tr>
<td>Competency</td>
<td>Select the relevant competency framework from a drop down menu</td>
</tr>
<tr>
<td>Details</td>
<td>Space for the details and description of your learning activity</td>
</tr>
<tr>
<td>Reflections</td>
<td>An activity is not completed until a reflection is added. This can only be done when the activity date has passed, until then users do not have the option to update that field and it is greyed out</td>
</tr>
<tr>
<td>Evidence</td>
<td>Attach any files to support your activity, i.e. certificates, diplomas. You can also include relevant web links in the URL section</td>
</tr>
<tr>
<td>Link to your PDP</td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>URL</td>
<td></td>
</tr>
<tr>
<td><strong>SUBMIT</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Always remember to **SUBMIT** your progress to ensure changes are saved.*
UPDATING A LEARNING ACTIVITY

The details of your learning activities can be exported in four different formats.

Quick View of your activity

Click to Edit any details
Enjoy myCPD!

Remember, you can always get help on the button

Good luck with your development!