

myCPD QUICK START GUIDE

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)



Institute of
Food Science
+ Technology **ifst**

Home News Events For Organisations Career Development Resources Science & Policy

Organised by:
Compendex BRI
Institute of Food Science + Technology **ifst**

ECOTROPHELIA
UNITED KINGDOM M&S

Ecotrophelia UK 2018
Ecotrophelia UK 2018 winners announced

Read more >

myCPD QUICK START GUIDE

Logging in will bring you to your Welcome screen

The screenshot displays the myCPD user interface. At the top left is the IFST logo. A navigation menu includes Home, News, Events, For Organisations, Career Development, Resources, and Science & Policy. On the right, there are search and user options: My IFST and Log out. The main content area shows the user's name 'testtest @gmail.com' and a 'Change my details' section with fields for Title, First Name (Toby), Known As, Surname (TEST), and Honorifics. A green sidebar menu on the left contains links for My Account, My Details, My Interests, My Forum Notifications, and myCPD. The 'myCPD' link is circled in red, with a red arrow pointing to a text box below the screenshot.

Once logged in, you can access myCPD by clicking on **myCPD** in the green box on the left

myCPD QUICK START GUIDE

Institute of Food Science + Technology **ifst** My IFST Log out


[Home](#) [News](#) [Events](#) [For Organisations](#) [Career Development](#) [Resources](#) [Science & Policy](#)

MY IFST

Welcome **testtest@gmail.com**

[View](#) [Edit](#) [My results](#)

Change my details



Title

First Name Toby

Known As

Surname TEST

Honorifics

- My Account
- My Details
- My Interests
- My Forum Notifications
- myCPD

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

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

Get information and guidance about myCPD

Best practice for maintaining CPD

Click here to be transferred to myCPD Dashboard

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Home News Events For Organisations Career Development Resources Science & Policy

Future Events

123

27 Jun
IFST Lecture 2018 'Food, Diet and Public...'

12 Jul

Continuing Professional Development

Welcome tobyalmy1@gmail.com

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

If you want guidance on how to get started using myCPD, [click here.](#)

Regularly updating your records within myCPD will help you appreciate the benefits of focusing on your personal and professional development. Keeping a record of your 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.](#)

For hints, tips and help about how best to use myCPD, just hover over the **i** icon to the right hand side of each page.

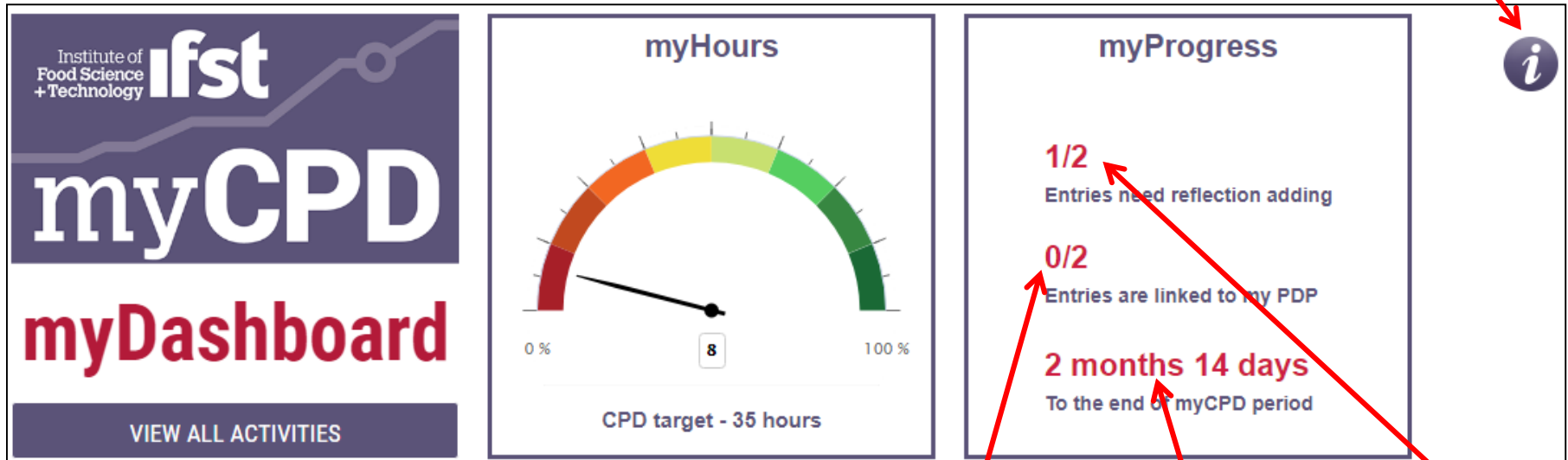
Good luck with your development.

Go to myCPD Dashboard

myDASHBOARD PAGE

myDashboard has multiple features - as listed below

Help button



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

Number of completed entries that are linked to PDP

Time remaining to log and complete activities (based on a calendar year)

Number of activities which have occurred but pending reflection

myDASHBOARD PAGE

You can find your learning activities by searching date range

The screenshot displays the myCPD myDashboard interface. It features three main sections: a header with the ifst logo and 'myCPD myDashboard' text; a 'myHours' section with a semi-circular progress gauge showing 8 hours out of a 35-hour target; and a 'myProgress' section with three status items: '1/2 Entries need reflection adding', '0/2 Entries are linked to my PDP', and '2 months 14 days To the end of myCPD period'. Below these sections is a search area titled 'New Search by Date Range' with 'Date From' and 'Date To' fields, each containing a 'Click here to open calendar' link, and a 'SEARCH' button. A red oval highlights the search area, and a red line connects it to a text box below.

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

myCPD myDashboard

VIEW ALL ACTIVITIES

myHours

CPD target - 35 hours

8

myProgress

1/2
Entries need reflection adding

0/2
Entries are linked to my PDP

2 months 5 days
To the end of myCPD period

New Search by Date Range

Learning Activities

- 1. Work-based learning - 5 hours**
Work-based learning is professional development that takes place within the work environment in your current role.
- 2. Professional activity - 3 hours**
Professional activities involving the wider community of food professionals.
- 3. Formal/educational - 0 hours**
Formal/educational includes the participation in activities that lead to gaining academic/professional qualifications and the attendance at structured learning activities.
- 4. Self-directed learning - 0 hours**
Self-directed learning takes place when the individual takes the initiative in diagnosing learning needs, formulating learning goals, designing learning experiences, identifying and using human and material resources, and evaluating learning outcomes.
- 5. Other learning - 0 hours**
Activities outside your normal scope of employment which may not require scientific expertise, but which help develop transferable skills and experiences which may be valuable in your current professional role or in future career directions.

VIEW NEW

VIEW NEW

VIEW NEW

VIEW NEW

VIEW NEW

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

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myCPD

RETURN TO DASHBOARD

Insert A New Learning Activity for Work-based learning

Date:

Activity: **Linked to your PDP:** **Hours:**

Competency:

Details:

Reflections:

Evidence:

OR

URL:

SUBMIT

Enter the date of your activity (from a drop down)

Enter the number of hours of your activity

Tick to link an activity to PDP

Always remember to **SUBMIT** your progress to ensure changes are saved.

UPDATING A LEARNING ACTIVITY

Update Your Learning Activities

RETURN TO DASHBOARD NEW WORK-BASED LEARNING ACTIVITY

► New Search by Date Range

Export Report As : Filter :

| Activity Date | Category | Hrs | Activity | Name | Activity Details | Action |
|---------------|---------------------|-----|----------|-------------------------|---|--|
| 11/10/17 | Work-based learning | 5 | UoR | Miss Justyna Kolowrotna | Details: This is a test record Reflection: Assessor Comment: Evidence: | <input type="button" value="VIEW"/> <input type="button" value="EDIT"/> |

Show 10 entries

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!