

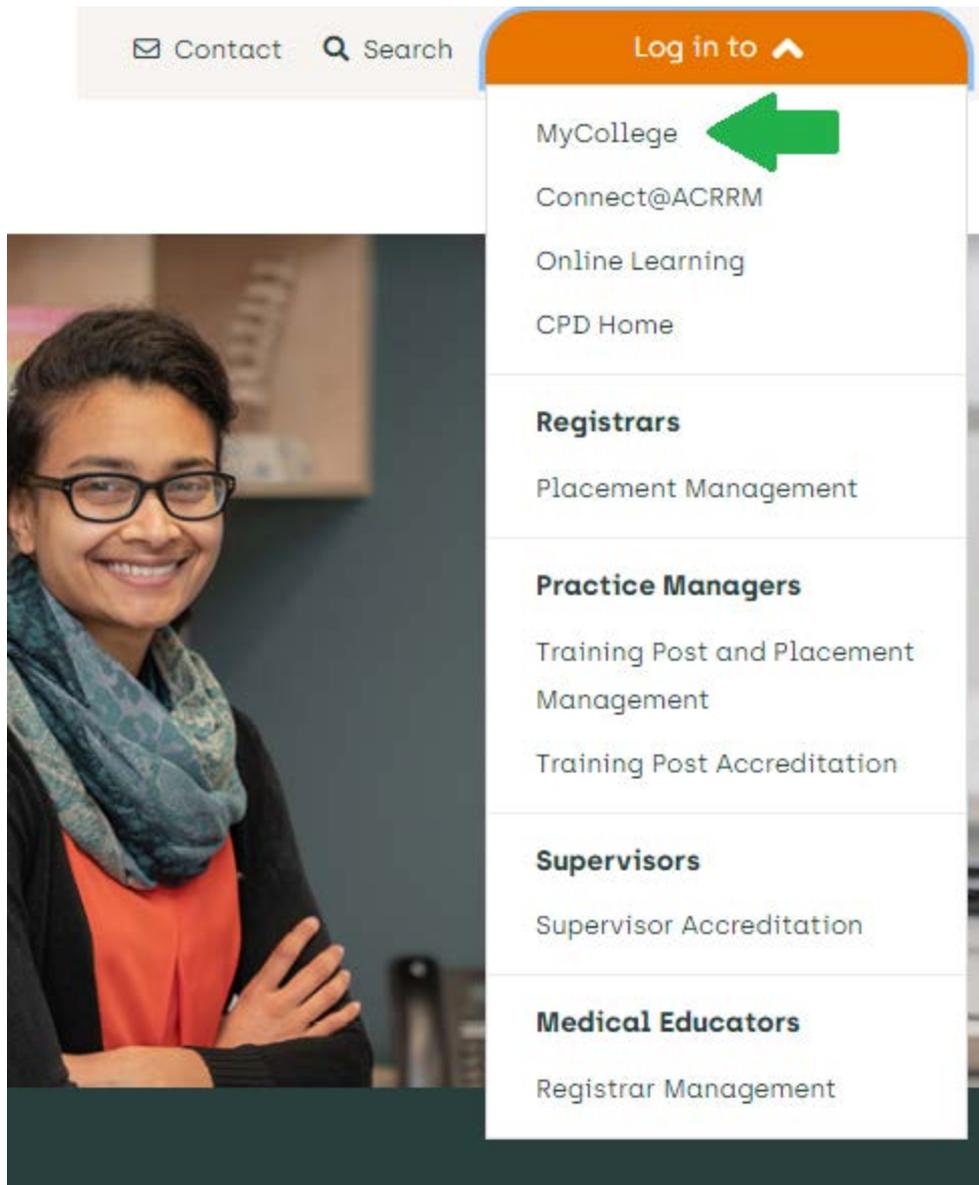
How to Add CPD activities

From our home page

Once you are on our website you will see the following home page



From here you want to click on our big orange Log in to button
This will bring a drop down menu
From here you want the top option "MyCollege"



You may already be logged in but if not it will bring you to a page that will look like this

Login to MyCollege

Username

Password

Keep me signed in

[Forgot my username](#)

[Forgot my password](#)

[Login](#)

You will need to enter your username and password.

There are orange buttons if you are unsure of either and you can tick Keep me Signed in if you don't want to be logged out. When ready to enter My College press login.

It will bring you to a page that will look like this. You may not have all the options shown below but as long as you have "My CPD home" you will be able to proceed. If you can't see it give us a call!

My CPD home

2023 CPD ▼ 0% complete

Go

My AJRH access

[Australian Journal of Rural Health](#)

My training logbook

[Procedural skills](#) 0.00% complete

Core Generalist Logbook ▼ Go

My account

Outstanding

There are no outstanding payments

Recent

View details

My documents

View details / Add document

My applications

Professional Development Program

Go

You can select Go to proceed

It will bring you to this page

My CPD summary

Reporting cycle: 2024 CPD ▼ Go

[CPD Handbook](#) [CPD Resources](#) [Web guide](#)

Add an activity
View my activities
Search for an activity
Add Plan
Print statement

2024 CPD ▼

You can change the reporting cycle by hitting this button
 Select the year you want from the drop down. If you can't find the year you need please give us a call.

From there you will want to add an activity

My CPD summary

Reporting cycle: 2023 CPD

[CPD Handbook](#) [CPD Resources](#) [Web guide](#)



It will bring you to this page showing up top whatever year you choose.

2023 CPD

Activity details

 Eligible for MOPS

In addition to the regular CPD categories, some activities may also be eligible for Maintenance of Professional Standards (MOPS) credit as indicated by the green icon. Please note any activity claimed for MOPS will be reviewed by the CPD team. You can opt in or out of MOPS by emailing pdp@acrrm.org.au.

-  Life support skills ▲
-  Performance review ▲
-  Educational activity ▲
-  Outcome measurement ▲

Down the left hand side there are the activity types

You should select the type of CPD for this example it is ALS, you can see that selecting the green text brings up more options for you to choose from.

2023 CPD

Activity details

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 Life support skills ▲



-  Performance review ▲
-  Educational activity ▲
-  Outcome measurement ▲

And you will come to the final page

2023 CPD

Activity details

CPD Resources

Activity type Advanced Life Support Skills

Activity name *

Please include any pre and post activity reflection time when adding your activity.

Hours *

Minutes *

I have highlighted under where it shows the pathway that you took to get here. There is also a CPD Resources button which provides all our CPD resources. Enter your activity details and answer a few questions on where it was

Activity details

Activity type Advanced Life Support Skills

Activity name *

Please include any pre and post activity reflection time when adding your activity.

Hours *

Minutes *

Finally you can upload evidence of your activity Additional CPD competencies

If the activity had additional components please indicate below.

Addressing health inequities

Culturally safe practice

Ethical practice

Professionalism

Evidence

You can choose to keep your evidence attached to this activity or store it elsewhere, but you will need to produce it if selected for audit.

All Life Support activities require evidence before approval.

Add File *

*Allowed file types: doc, docx, pdf, jpg, jpeg, gif, bmp, ppt, pptx
Max size: 5MB*

Select Browse and you can choose the file you want.
If you get stuck anywhere along this process please give us a call