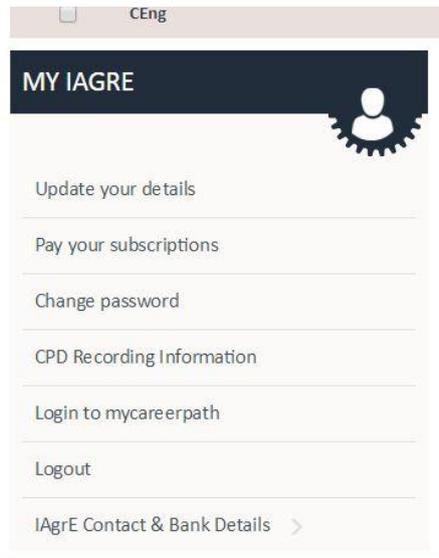


CPD Review - How to send IAgRE your CPD submission

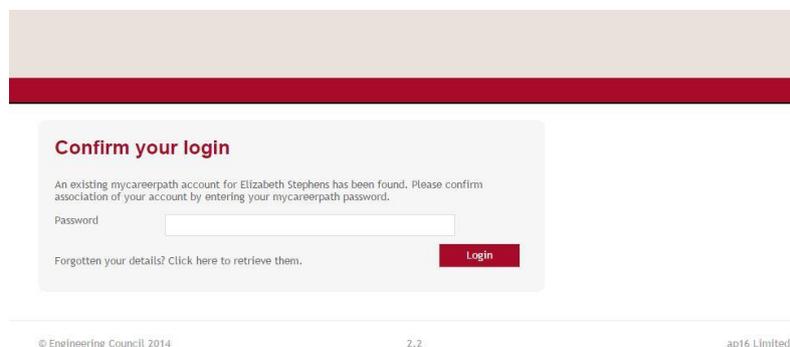
1. Login to the IAgRE Account from the homepage, you will need your surname, initials and membership number.



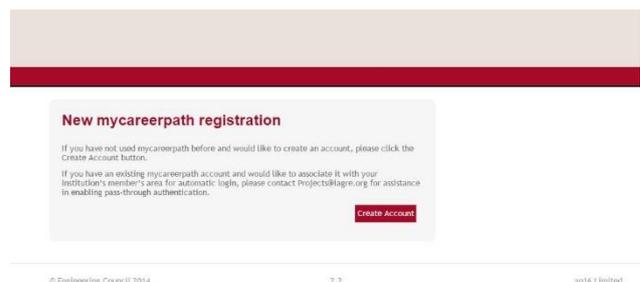
2. Under My IAgRE click Login to mycareerpath.



3. If you have an existing mycareerpath account you will need to submit your password to login.



4. If you do not have an existing mcp account you will see this screen. Click create account.



5. This is what the home-screen will look like (this one has already selected profiles and created some reports).

Welcome Sarah McLeod | 03 Oct 2016 | sign out

IAgrE

Home Plans Evidence Reports Help

Sarah McLeod's currently selected profiles:

Title	Abbrev	Status	
Continuing Professional Development	CPD	Active	

Available profiles

-- select --

Add

Need to change your password or email address?

Click [here](#) to access your user information.

If you have been asked to submit to a review

[Test 2](#)

Reviews and submissions View all

Type	Title	Reviewed	Reviewed By
Plan	CPD 2016	Not Reviewed	secretary@iagre.org
Audit	IAgrE CPD Review Test 2016	Not Reviewed	

6. The important box for this review is the “If you have been asked to submit a review” box.

If you have been asked to submit to a review

[Test 2](#)

7. Click on this box to start the submission process and enter the audit code from the email we sent you asking for your submission.

Welcome Sarah McLeod | 03 Oct 2016 | sign out

IAgrE

Home Plans Evidence Reports Help

Sarah McLeod's currently selected profiles:

Title	Abbrev	Status	
Continuing Professional Development	CPD	Active	

Available profiles

-- select --

Add

Need to change your password or email address?

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[Test 2](#)

Reviews and submission View all

Type	Title	Reviewed	Reviewed By
Plan	CPD 2016	Not Reviewed	secretary@iagre.org
Audit	IAgrE CPD Review Test 2016	Not Reviewed	

Please enter a valid audit code

Validate

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8. You will now see this page.

Number
Company Institution of Agricultural Engineers

Select report to submit:

Select a report:

Save/Upload

Select report to submit:

Select a report:

Upload additional supporting evidence

This section is optional and can be used to upload files to support your evidence.

You can upload files from your computer as evidence, or submit a link to another website where the evidence is stored. You must give uploaded files a title.

title / website address:

file to upload: No file chosen

Save/Upload

Submit **Cancel**

9. If you have recorded your CPD on mycareerpath use this box and upload a report for the year for review.

Number
Company Institution of Agricultural Engineers

Select report to submit:

Select a report:

10. If your record is a spreadsheet, word document etc please convert it to a pdf and use this section to submit your evidence.

Upload additional supporting evidence

This section is optional and can be used to upload files to support your evidence.

You can upload files from your computer as evidence, or submit a link to another website where the evidence is stored. You must give uploaded files a title.

title / website address:

file to upload: No file chosen

Save/Upload

11. When you have submitted your evidence for review you will see this page confirming your submission.

Your submission to Test 2

Date of submission 03/10/2016
Report Date from 05/01/2015 to 31/12/2015
Report Profiles Continuing Professional Development
Name Sarah McLeod
Email Address secretary@iagre.org
Member Number 0000
EngC Registrant Number
Company Institution of Agricultural Engineers

Plans submitted



Evidence submitted



Total Hours: 3

Title	Profile	Start Date	End Date
First Aid Update	Continuing Professional Development	29/04/2015	29/04/2015

Benefits

Confidence re-gained. Opportunity to refresh skills. Opportunity to meet others at Cranfield and share experience

Lessons

Review of skills learnt in previous full course. Review and practice resuscitation, recovery etc

Hours

3

Uploaded files

No files uploaded

Please do not hesitate to contact Sarah at the Secretariat if you have any questions as she will be very happy to guide you through the process. Secretary@iagre.org Tel 01234 750876