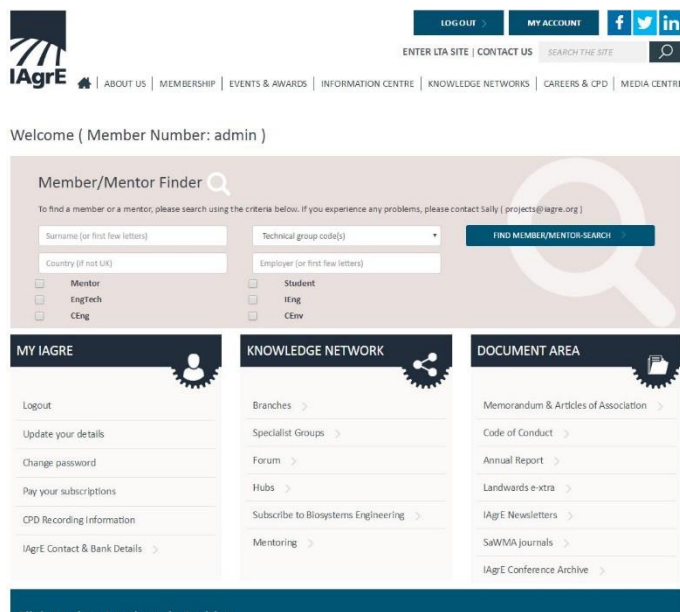


Instructions for **mycareerpath** CPD Recording Service

Step 1 [Log in to the IAgrE website](#) as a Member (you will need your membership number, please phone the Secretariat if you need help)



Step 2 Enter the site by clicking on [Login to MyCareerPath](#) under **My IAgrE** on the Welcome Page, if you do not yet have an account it will ask if you wish to create one. (Fig 2), if you are already registered you will be asked to confirm your password (Fig 3)

Fig 2

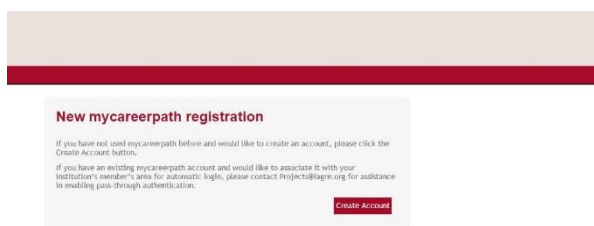
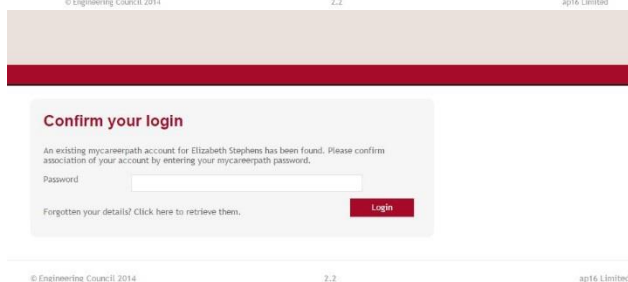
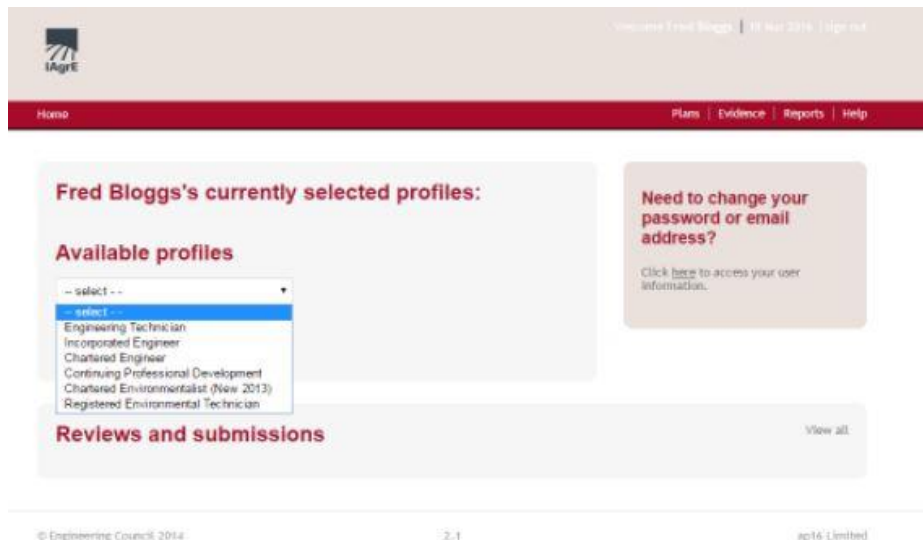


Fig 3





Step 3 Select your chosen profile from the drop down menu (you can make more than one profile). Unless you are working towards Professional Registration we suggest you start with the *Continuous Professional Development* option.



Step 5 If you wish to plan your CPD go to **Plans** in the top right of your screen and add an **action plan**. Create your action plan by completing the fields. Save your plan.

You may share this with your mentor, employer or IAgrE by sending it for review.

Step 6 If you wish to record a piece of CPD you have already undertaken then go to **Evidence** in the top right of the screen and complete the fields. You may upload documents, certificates etc to support your evidence. Save your evidence.

You may share this with your mentor, employer or IAgrE by sending it for review.

Step 7 When you are ready to submit your report, eg at the end of the year. Go to Reports in the top right of the screen. Complete the fields eg **My CPD 2017** and the start and end date. Choose the report type by **evidence** or **competence**. Select your chosen Profile.

You may share this with your mentor, employer or IAgrE by sending it for review.

Please telephone Sarah at the Secretariat if you need more help 01234 750876.