

## 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			
	New mycareerpath regis If via have not and invariant path forme and Cashe Accord Home. If you have an entiting mycrosopath accord initiation's means that and the second second initiation's many means that the second second in enabling pass through authentication.	tration would like to cruste an account, please click the nd would like to anoctast it with you: please contact thojectilikages of for anisktance cruste account	
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Fig 3			
	Confirm your login		
	An existing mycareerpath account for Elizabeth Ste association of your account by entering your mycar	phens has been found. Please confirm eerpath password.	
	Password		
	Forgotten your details? Click here to retrieve them.	Login	
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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.

a,	Plans   Evidence   Reports   Help
Fred Bloggs's currently selected profiles: Available profiles - select • Engineer Technician Incorporated Engineer Chattand	Need to change your password or email address? Click here to access your over information.
Reviews and submissions	View all:

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 toEvidence 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.