## How to log CPD activities on ACRRM CPD Home





1. Open ACRRM website home page



3. Select CPD Home from the log in menu.

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Fellowship	International	CPD	Courses	Support Reso	ources About	us Membershi	p Work wit	hus	
	My CP	D sur	nmary						
Re	porting cycle: 2	923 090	~			ŝ	PO Hendbook	CPD Resources	Web guide
	Add an activity		View my activit	lies	Search for an acti	vity	Add Plan	Print sta	tement
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5. This page will provide information about your CPD Home including adding activities, view the activities that have been loaded, searching for an accredited activity, adding a plan and printing a statement. Additionally, you can access resources that will help you in the completion of your CPD compliance.



7. This will take you to the page where you can add an activity.



2. Select Log in to on the top right-hand side of the screen

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4. Login to your **MyCollege** account with your email address and password.

Secrem 2	Welcome back, John Smith	Log out Contact Search Log in to ~	
Fellowship International CPD Courses	Support Resources About us	Membership Work with us	
My CPD summary			
Reporting cycle: 2004.070	✓ G₀	CPD Handbook CPD.Resources Web guide	
Add an activity	ctivities Search for an activity	Adid Plan Print statement	

6. Select Add an activity under Reporting cycle. Highlight Add activity button

Activity details	CPD Resources
Eligible for Maintenance	
of Professional Standards	
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Life support skills 🔺	
Performance review A	
Educational activity	
Outcome measurement A Jh	

8. Select the CPD component you wish to add your activity against: Life support skills; Performance review; Educational activity; Outcome measurement

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	International	CPD	Courses S	upport	Resources	About us	Membership	Work with u	5	
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Life	support skills									
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9. Once the component is selected, choose the type of activity. For example, distance course/webinar or self-directed learning



11. Upload evidence of the completed activity.

ellowship International (	CPD Courses	Support	Resources Abo	kut us Membership	Work with us	
2023 CF	D					
Activity details						
Activity type	Distances courses/webi	urs				
Activity name*						
Hours* Minutes*						

10. Enter the relevant information for the selected activity type. This will vary depending on the activity.

Evi	dence						
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		Add File	-				
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Dec	ciaration						
		V I declar	re that the information	n provided is true ar	nd correct.*		

12. Complete the declaration

<b>ACRRM</b>		Welco	me back, John Smith	Log out	Contact Search	Log in to 🗸
Fellowship International C	PD Courses	Support	Resources Abo	ut us Membership	Work with us	
2023 CP	D					
Activity details					CPD F	lesources

14. Confirmation of submitted activity and information will be displayed. From here you can add a new activity or navigate to the home page.

Evi	dence						
		Add File	-				
Dee	claration						
		I declar	e that the information	provided is true ar	nd correct.*		
						( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	

13. Select Submit