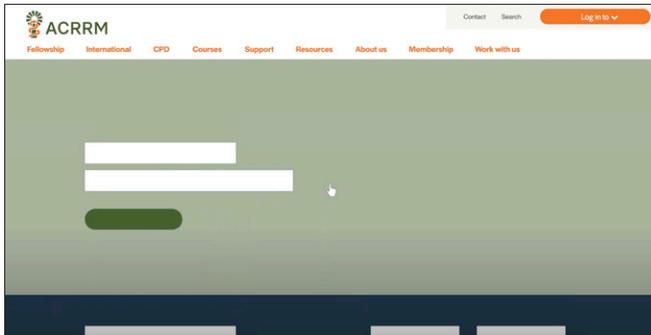
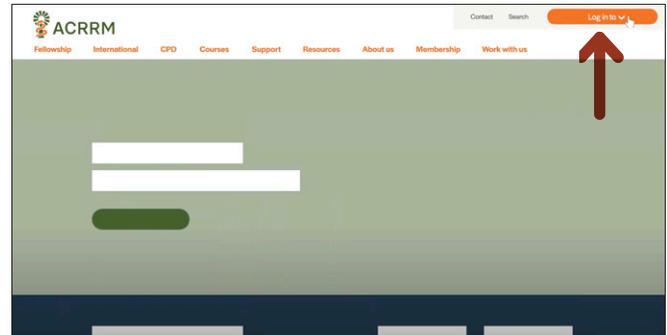


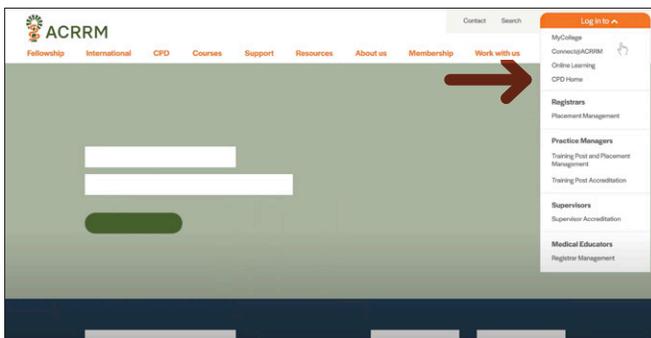
# How to log CPD activities on ACRRM CPD Home



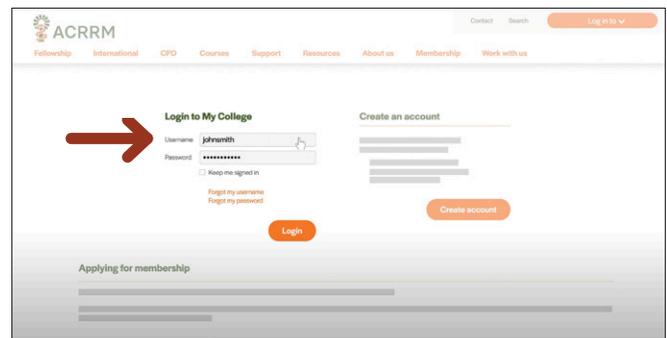
1. Open ACRRM website home page



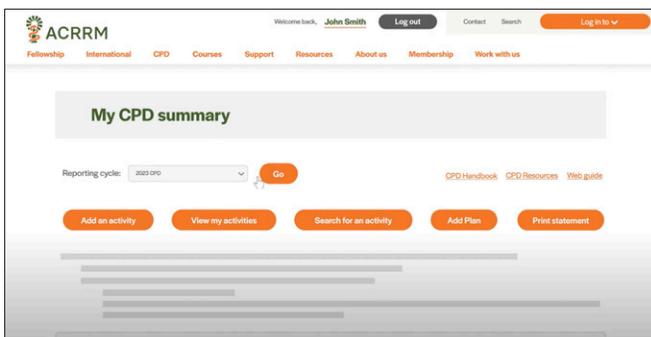
2. Select **Log in to** on the top right-hand side of the screen



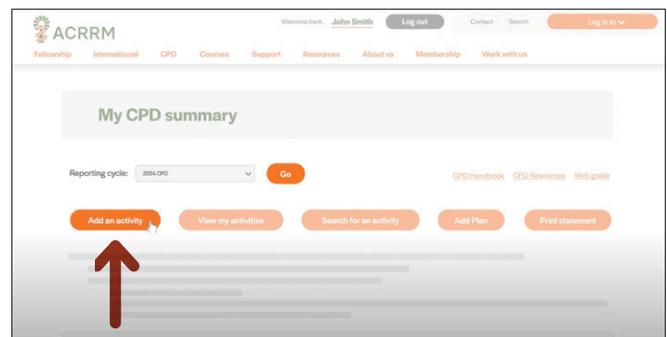
3. Select **CPD Home** from the log in menu.



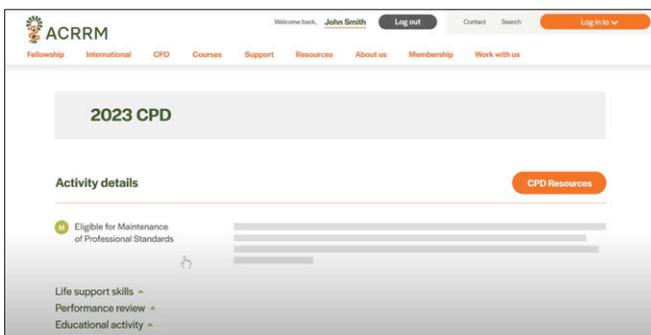
4. Login to your **MyCollege** account with your email address and password.



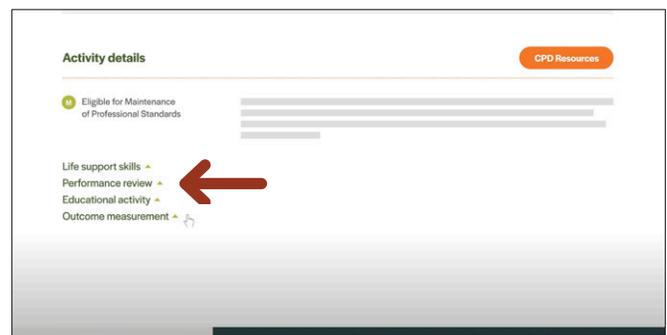
5. This page will provide information about your CPD Home including adding activities, view the activities that have been loaded, searching for an accredited activity, adding a plan and printing a statement. Additionally, you can access resources that will help you in the completion of your CPD compliance.



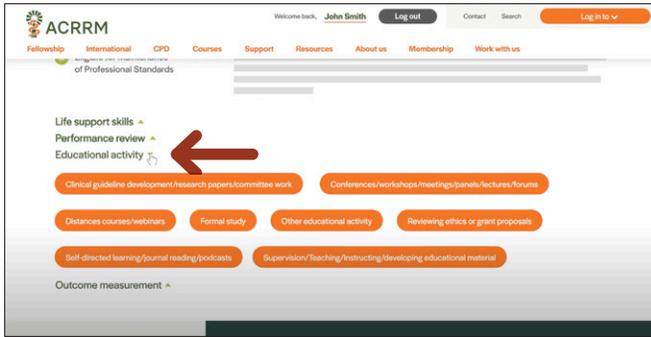
6. Select **Add an activity** under Reporting cycle. Highlight Add activity button



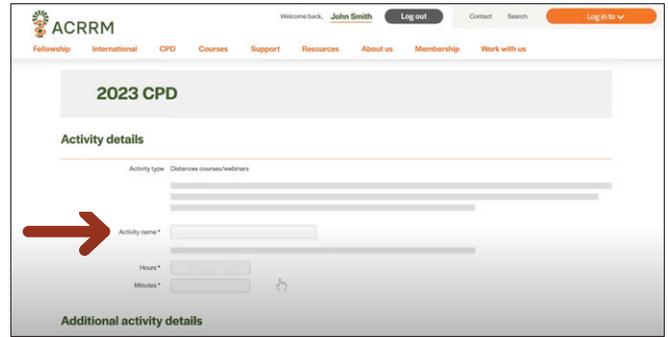
7. This will take you to the page where you can add an activity.



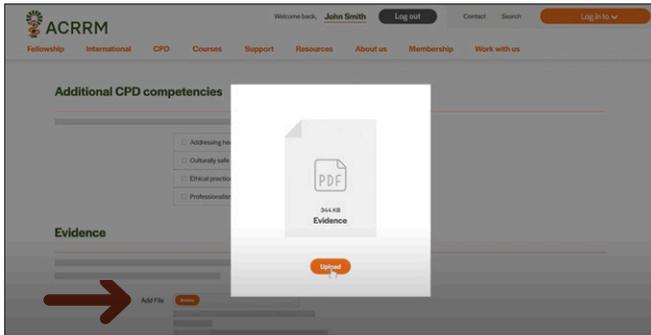
8. Select the CPD component you wish to add your activity against: Life support skills; Performance review; Educational activity; Outcome measurement



9. Once the component is selected, choose the type of activity. For example, distance course/webinar or self-directed learning



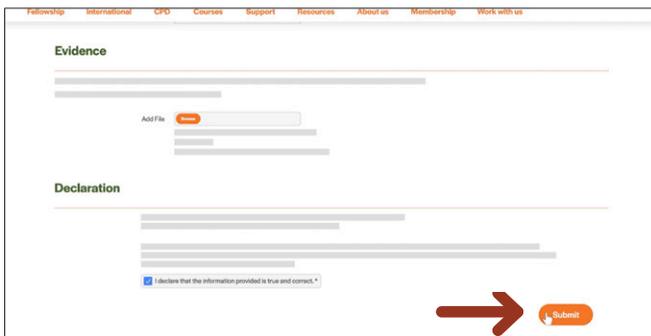
10. Enter the relevant information for the selected activity type. This will vary depending on the activity.



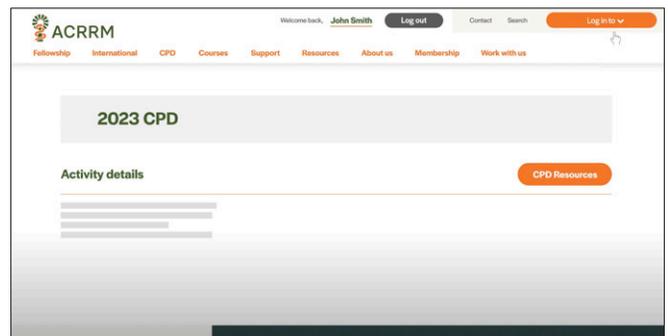
11. Upload evidence of the completed activity.



12. Complete the declaration



13. Select Submit



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