ALUCA

ONLINE CPD POINTS TRACKER INSTRUCTIONS

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This guide takes you through ALUCA's Online CPD self serve tracking tool in the Members Centre of ALUCA's website.

This tool allows you to:

· track your CPD Activities – both ALUCA and non-ALUCA - and keep a complete record of all your professional development activities over time; and

· submit your *ALUCA CPD POINTS report* online (you can also submit the paper based version).

USER INSTRUCTIONS

Once you have logged in to the **Members centre** click on " **Professional Accreditation**" in the right hand menu box .
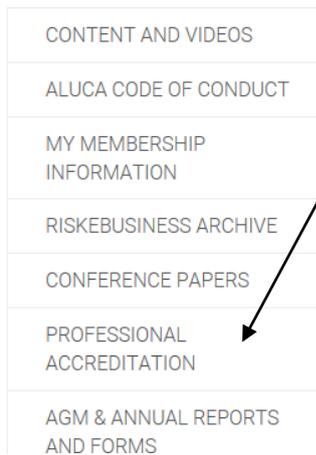
This will then take you to a page that lists all of the extra information about ALUCA's CPLI Accreditation and CPD.

You will see amongst the information in the main body of the page a clear area that is highlighted that states:

Click here to manage your CPD points
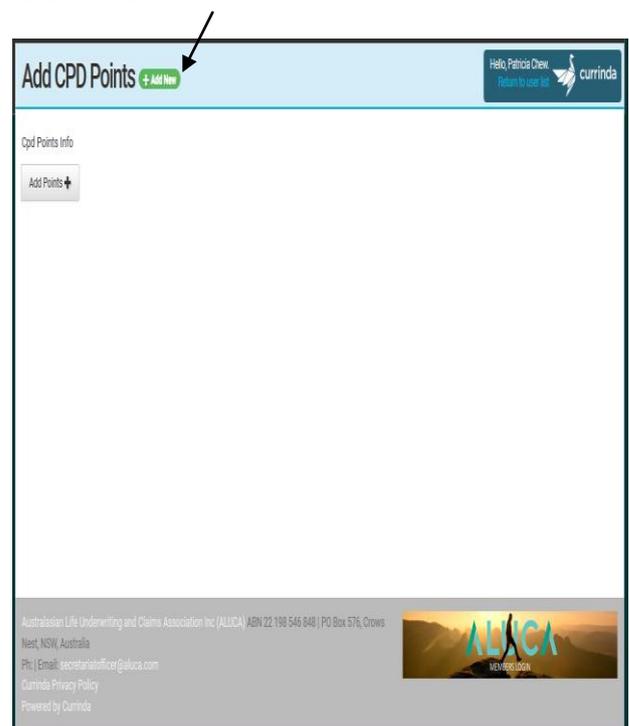
Click on this link which will take you to your membership profile. That outlines:
1)Membership - your details
2)Extras

3) CPD points with a blue box in this section that states on the right hand side" manage your CPD Points" . Then select 'Manage your CPD Points'
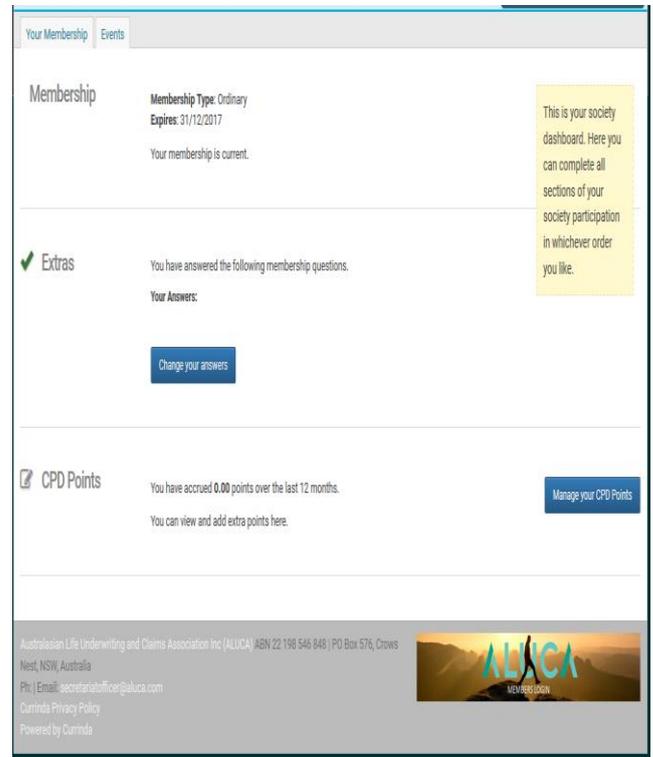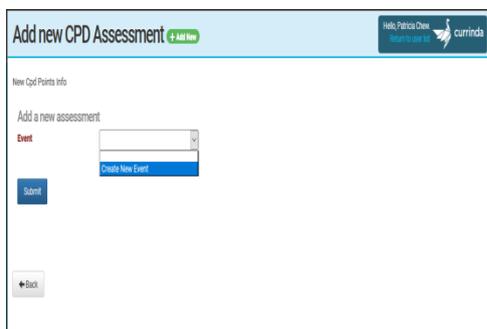

You will then go to the next screen. Then select 'Add Points + '
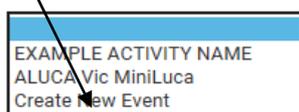
This will then take you to the next screen
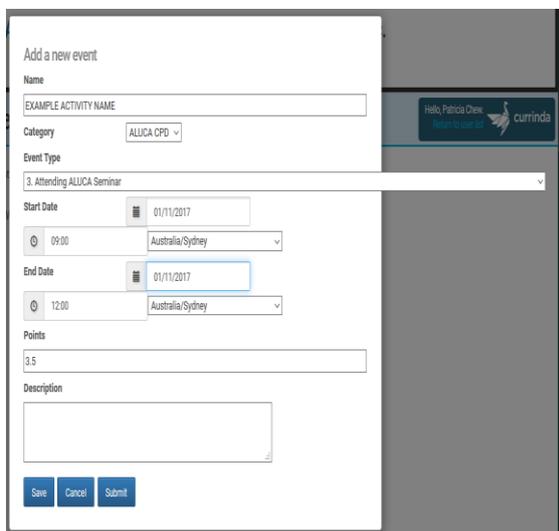
" Add new CPD Assessment" .

From the dropdown box, you will see a few options. You need to select and click on **'Create New Event':**

A pop up window will appear with the heading " *Add a new event* "

You now can enter the details of the CPD activity;

1) **'Name' field**: Please **do not enter your name** you must enter in the name of the activity, (*for example "ALUCA Conference")*

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2) '**Event Type' field**: Select the appropriate CPD category per the ALUCA CPD Program, from the dropdown list

3) **Start/End Date' 'Time' fields**: Enter the start and end dates and times of the activity being entered. These should be in line with any event invitation and should be relevant to the activity and points being claimed

4) **Country fields**: You will see a drop down menu that starts with " Africa" in both the start date and end date field scroll down past Africa, America, Asia and on to Australia and click the state the event was held in. If it was overseas like LUCID or an AHOU event select the relevant country for this.

5) **'Points' field**: Enter or type the number (in numerals rather than words) of CPD points being claimed, please refer to the ALUCA CPD Program for the relevant points per CPD category

6) **'Description' field**: any additional details you need to add about the activity. For example, the seminar facilitator in the case of a seminar.

Once you have entered all of the details click the " Submit" button

When you are back on the 'Add CPD' screen, select the activity you just added from the 'Event' dropdown menu and click the 'Submit' button.

Additional fields will then pop up where you can add the required supporting evidence of your CPD activity. Complete the fields with as much detail as you can and click 'Submit'.

You will then be taken to your CPD activity list where you can see all of your points that have been added.