

Guide on how to set up an account on Kent CPD online

Open up website www.kentcpdonline.org.uk

The screenshot shows the Kent CPD Online website interface. At the top, there is a navigation bar with links for Home, User Guide, and eLearning. Below this is a 'Menu' sidebar with options for eLearning, Frequently Asked Questions, and Contact Us. The main content area is titled 'Welcome to Kent CPD Online' and 'Professional development and training for Kent Children's workforce'. It includes a sub-header 'Select the appropriate service to search for professional development and training for you and your workforce' and a grid of eight service tiles: Schools Training Courses (including training for EYFS in Schools), School Improvement Services, Early Years Training Courses, Threads of Success (Early Years and Childcare Training, Support and Products), Governor Training Courses, Multi Agency Training (including courses from Kent Safeguarding Children Board), Local Authority Training Courses, and E-learning.

Select the correct work portal

This is a close-up of the 'Schools Training Courses' tile from the main page. It features a blue background, a small image of people in a classroom, and the text: 'Schools Training Courses including training for EYFS in Schools'.

Then from the left side of the screen under the option Menu select the option **New User**:

This screenshot shows the 'Menu' sidebar from the website. The options listed are 'Event Catalogue', 'Frequently Asked Questions', and 'Contact Us'. Below the menu is a purple 'Login Here' button, followed by links for 'Forgotten Username or Password' and 'New User'.

Once you have selected **New User** you will then see the **New Online User – Step 1A Form** - In the option that says **'Are you employed by the Local Authority?'** only tick **Yes** if you are employed by Kent County Council:

New Online user account - Step 1

> Complete the form below to create your new online account
> **Users of Kent CPD Online can use their CPD Online account details to order from the E-Store.**

Title *

First name *

Last name *

Are you employed by the Local Authority? Yes No

Dietary requirements
(Please leave blank if not applicable)

Other special requirements
(Please leave blank if not applicable)
(e.g. access)

Date of birth / /

Telephone number

Mobile number

Email address *

Username *

Passwords must be at least 8 characters long and contain numbers and both upper and lower case letters. A strong password does not contain dictionary words. Users should not use passwords that include their phone number, date of birth, car registration or any other personal information that may be in the public domain.

Password *

Confirm password *

Step 1B – Link your account to your Establishment - Please type the postcode of your place of work in the postcode box provided do not enter any text in the keyword box and then click on the search option. If your establishment appears click on the option that reads **'Select this department'** and click on submit. If your postcode doesn't appear then click on the option **'My establishment is not listed – please click here to enter your establishment name and address details'**.

New Establishment

> Complete the form below to create your new online account

Your name Jane Doe

Organisation/Establishment *Please find your organisation/establishment using either the keyword box or postcode box below.*

Postcode: Keyword: *

Select an establishment from the list below:

EY - EQS - SSI - CT - Training and Development, Shepway Centre, Oxford Road, ME15 8AW (Local Authority Team)	Select this department
EY - EQS - SSI - SIP (Non-Assigned Governors), Shepway Centre, Oxford Road, ME15 8AW (Local Authority Team)	Select this department
Oxford Road Test - Governing Body, Shepway Centre, Oxford Road, ME15 8AW (Other)	Select this department
SCS-SEN&R Kent Parent Partnership Service, Oxford Road, Shepway Centre, ME15 8AW (Local Authority Team)	Select this department
ST - ICT - EIS, Oxford Road, Maidstone, ME15 8AW (Local Authority Team)	Select this department
My establishment is not listed - please click here to enter your establishment name and address details.	

Job title (for this establishment) or My job title is not listed *

Start Date

End Date

If you are setting up your establishment you will need to provide the full address and contact number and click on submit.

New Establishment

› Complete the form below to create your new online account

Your name Jane Doe

Organisation/Establishment *Please find your organisation/establishment using either the keyword box or postcode box below.*

Postcode: Keyword: *

My establishment

Local Authority: *

Portal: *

Establishment: *

Address 1: *

Address 2:

Address 3:

Town:

County:

Postcode: *

Telephone: *

Fax:

Job title (for this establishment) or My job title is not listed *

Start Date

End Date

Step 2 – This form is to be filled out as part of the Equal Opportunities Policy.

New Online user account - Step 2

Please could you complete the following information before proceeding with a booking.

We will only ask you to complete this information once, you will then be able to make event booking requests.

The Council has an Equal Opportunities Policy to ensure that all employees are treated fairly and have equal access to training. Therefore, we ask you to help this process by filling in the section below.

If at any point you wish to update this information, you can do so by logging into your CPD Online account and clicking on the 'My CPD Online' menu within the Training homepage. The information you supply will be used by staff monitoring the Equal Opportunities Policy, and is held in strict confidence. At no point will we be able to view your individual response.

Ethnic Origin:
I would describe my ethnic origin as (please select ONE from the following groups):

White:	<p>White Ethnic Origins</p> <p><input type="radio"/> British</p> <p><input type="radio"/> Irish</p> <p><input type="radio"/> Any other white background (please specify): <input type="text"/></p>
Mixed:	<p>Mixed Ethnic Origins</p> <p><input type="radio"/> White and Black Caribbean</p> <p><input type="radio"/> White and Black African</p> <p><input type="radio"/> White and Asian</p> <p><input type="radio"/> Any other mixed background (please specify): <input type="text"/></p>

Step 2 (continued) – This form is for you to set up an email alert for courses by subject/job role that you wish to be emailed about when they added to the system. Please ensure you tick the box to activate the event alerts.

Your name	Jane Doe	
Your service(s)	Schools Training Courses	
Subjects	<input type="checkbox"/> Anti-Bullying <input type="checkbox"/> Autism Spectrum Disorder (ASD) <input type="checkbox"/> Citizenship <input type="checkbox"/> Cross Curricular Development <input type="checkbox"/> Design Technology <input type="checkbox"/> EAL; English as an Additional Language <input type="checkbox"/> Education Psychology <input type="checkbox"/> Environmental Education <input type="checkbox"/> Equality and Inclusion <input type="checkbox"/> EYFS General <input type="checkbox"/> Forest School <input type="checkbox"/> Geography <input type="checkbox"/> Health & Safety <input type="checkbox"/> History <input type="checkbox"/> IT System User Training <input type="checkbox"/> Leadership & Management <input type="checkbox"/> Literacy <input type="checkbox"/> Looked after Children <input type="checkbox"/> ...	
	<input type="checkbox"/> Art & Design <input type="checkbox"/> Behaviour and Attendance <input type="checkbox"/> Creativity <input type="checkbox"/> Data Collection <input type="checkbox"/> Duke of Edinburgh (DofE) Training <input type="checkbox"/> Early Help <input type="checkbox"/> English <input type="checkbox"/> Equality and Diversity <input type="checkbox"/> Evaluation & Assessment <input type="checkbox"/> Food Nutrition & Safety <input type="checkbox"/> Foundation Subjects <input type="checkbox"/> Gifted & Talented <input type="checkbox"/> Health & Wellbeing <input type="checkbox"/> ICT/Computing <input type="checkbox"/> Leadership <input type="checkbox"/> Learning difficulties and disabilities <input type="checkbox"/> Literacy & Numeracy <input type="checkbox"/> Marketing <input type="checkbox"/> ...	
Activate event alerts by email	<input checked="" type="checkbox"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Once you have ticked on the submit option your account has been created the system will ask you to **‘Click here to login’**

New Online User Account - Step 2

- > Your user account has been created
- > [Click here to login](#)

