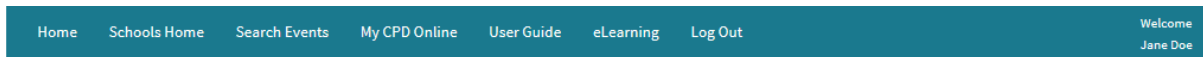
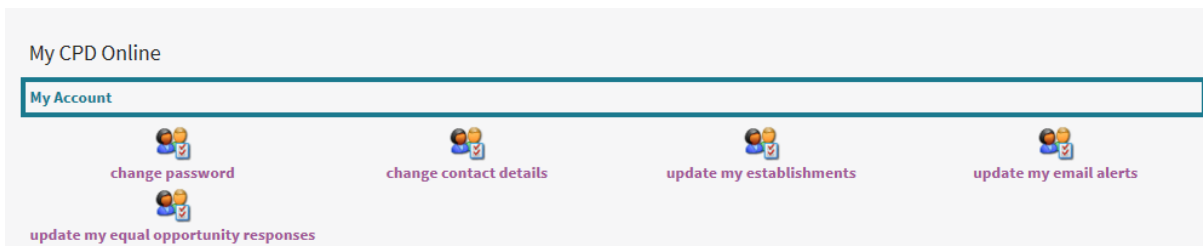


## Guide on How to update your Work Establishment on Kent CPD Online

Please sign into your account and select from the top toolbar the option that reads **My CPD Online**.



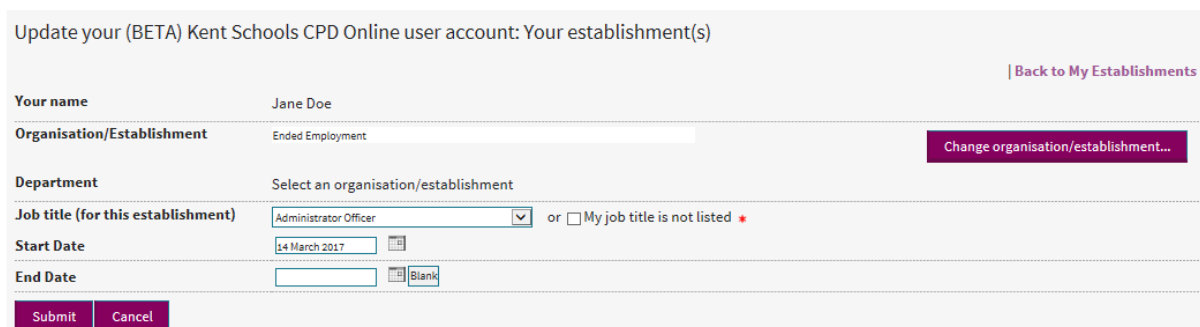
The below screen will appear in order to amend work establishment details against your account please select the option under **My Account** that reads **update my establishments**



The below screen will show your work establishment to edit your establishment please click on the option **Edit**:



Then click on the option that reads **Change organisation/establishment**



Please only type in the Postcode box the postcode of your establishment do not enter any information in the Keyword box and then click on the **Search** option. A list of establishments in that postcode area or near by will appear if your establishment is listed please click on the option against the establishment that reads **Select this department**

Update your (BETA) Kent Schools CPD Online user account: Your establishment(s) | [Back to My Establishments](#) |

**Your name** Jane Doe

**Organisation/Establishment** Ended Employment

Postcode:  Keyword:

Select an establishment from the list below:

- ACA Archbishop Courtenay Church of England (VA) Primary School - Governing Body, Eccleston Road, Tovil, ME15 6QN Select this department
- (Governing Body)
- ACA Federation The South Maidstone Learning Federation, Bell Wood Community Primary School, Brishing Lane, Park Wood, ME15 9EZ (Federation) Select this establishment
- ACA Holy Family RC Primary School - Governing Body, Bicknor Road, ME15 9PS (Primary School) Select this department
- ACA Molehill Copse Primary Academy - Governing Body, Hereford Road, ME15 7ND (Governing Body) Select this department

Once you have selected the correct Organisation/Establishment and made sure the correct Department has been selected by using the black down arrow, it will appear as shown in the screen below. You can amend the start date by clicking on the calendar and click on **Submit**.

Update your (BETA) Kent Schools CPD Online user account: Your establishment(s) | [Back to My Establishments](#) |

**Your name** Jane Doe

**Organisation/Establishment** Ended Employment

**Department** Ended Employment  \*

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

**Start Date** 14 March 2017

**End Date**   Blank

If your establishment is not listed at the bottom of the list of establishments you will see an option **My establishment is not listed – please click here to enter your establishment name and address details.**

My establishment is not listed - please click here to enter your establishment name and address details.	
<b>Job title (for this establishment)</b>	Select <input type="text"/> or <input type="checkbox"/> My job title is not listed *
<b>Start Date</b>	15 March 2017 <input type="text"/>
<b>End Date</b>	<input type="text"/> Blank
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Once you have clicked on this option the New Establishment form will appear you will need to fill the form and click on the **Submit** option.

### New Establishment

▶ Complete the form below to create your new online account

<b>Your name</b>	Jane Doe
<b>Organisation/Establishment</b>	Please find your organisation/establishment using either the keyword box or postcode box below.
	Postcode: <input type="text" value="me15"/> Keyword: <input type="text"/> <input type="button" value="Search..."/>
<b>My establishment</b>	Local Authority: <input type="text" value="Kent - 888"/> *
	Portal: <input type="text" value="Schools Training Courses"/> *
	Establishment: <input type="text"/> *
	Address 1: <input type="text"/> *
	Address 2: <input type="text"/>
	Address 3: <input type="text"/>
	Town: <input type="text"/>
	County: <input type="text"/>
	Postcode: <input type="text"/> *
	Telephone: <input type="text"/> *
	Fax: <input type="text"/>
<b>Job title (for this establishment)</b>	Select <input type="text"/> or <input type="checkbox"/> My job title is not listed *
<b>Start Date</b>	15 March 2017 <input type="text"/>
<b>End Date</b>	<input type="text"/> Blank
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

If you need to end an establishment against your account select **My CPD Online** from the top toolbar and select the option under **My Account** that reads **update my establishments**. As shown below your establishments will appear please select the option **Edit**:

Update your user account: Your establishment(s) | [Back to My CPD Online](#) |

Establishment(s) to which I already belong

Establishment	Start Date	End Date	Job Title	Options
Ended Employment	14/03/2017		Administrator Officer	<a href="#">Edit</a>   <a href="#">View</a>
The Manor School (Awaiting approval)	14/03/2017		Administrator Officer	<a href="#">Edit</a>   <a href="#">View</a>

[Click here to add a new establishment](#)

The following screen will appear select the calendar box against the **End Date** and select the date you left the Establishment and click on **Submit**.

Update your (BETA) Kent Schools CPD Online user account: Your establishment(s)

**Your name** Jane Doe

**Organisation/Establishment** Ended Employment

**Department** Select an organisation/establishment

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

**Start Date** 14 March 2017

**End Date**  Blank