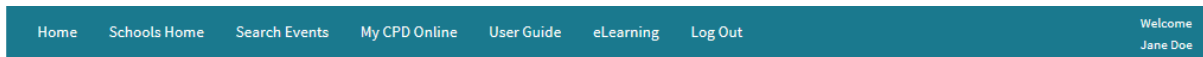
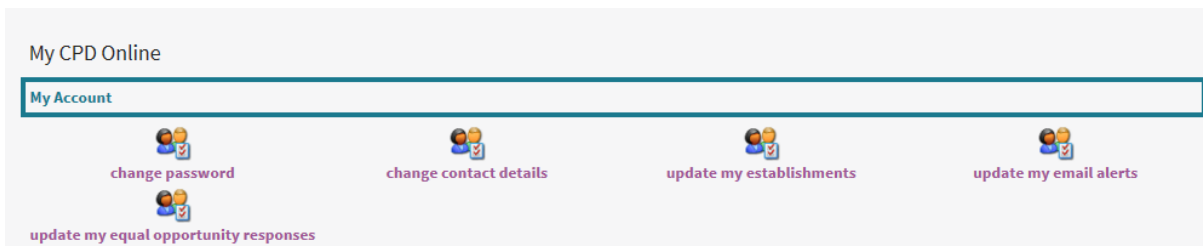


How to update your contact details and job role on Kent CPD Online

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



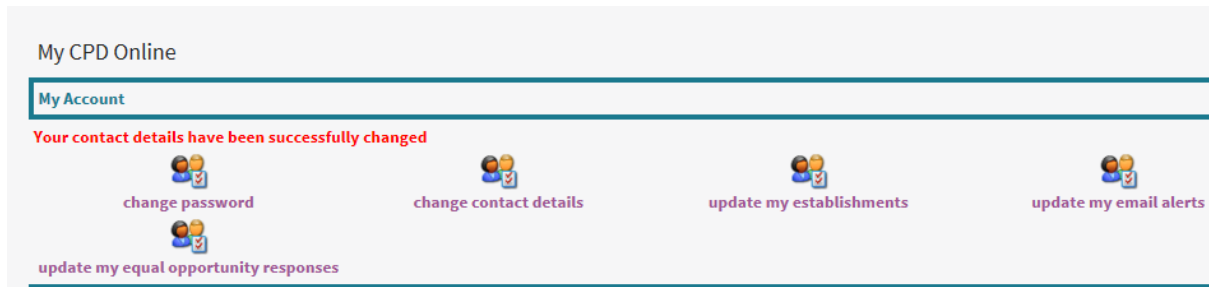
The below screen will appear in order to amend your email address/contact telephone numbers/surname or to add dietary/special requirements to your account please select the option under **My Account** that reads *change contact details*.



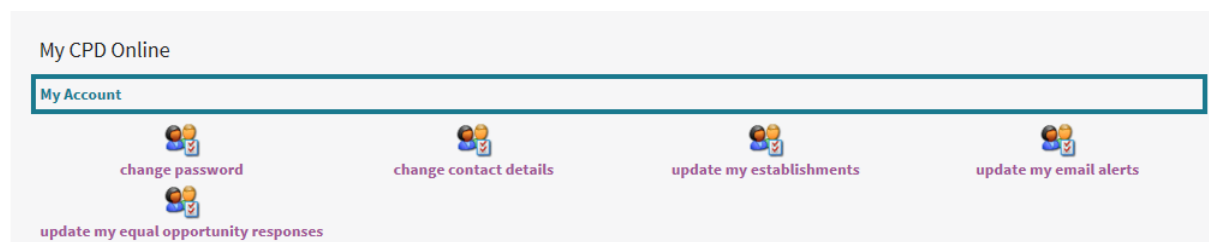
The following screen will appear please amend your details and then click on the **submit** option.

Title	Miss <input type="text"/>	*
First name	Jane <input type="text"/>	*
Last name	Doe <input type="text"/>	*
Are you employed by the Local Authority?	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Dietary requirements (Please leave blank if not applicable)	<input type="text"/>	
Other special requirements (Please leave blank if not applicable) (e.g. access)	<input type="text"/>	
NB: Any new or existing bookings will be updated with this info.		
Date of birth	1 <input type="text"/> / Jan <input type="text"/> / 1971 <input type="text"/>	
Telephone number	03000 418000 <input type="text"/>	
Mobile number	<input type="text"/>	
Email address	kentcpdonline@kent.gov.uk <input type="text"/>	*
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Once you have clicked on **submit** option you will be informed that **your contact details have been successfully changed**.



If you require to amend your job role please select the option under **My Account** that reads **update my establishments**



The below screen will show your work establishment and job title to edit this please click on 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	Edit View




To select your job title please click on the black down arrow as indicated below. If your job title is not listed please tick the box next to option **My job title is not listed**

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

Start Date 14 March 2017

End Date Blank

Once you have ticked this box please add your job title in the box next to **Specify your job title** and click on **submit**.

Job title (for this establishment)	Administrator Officer 	or <input checked="" type="checkbox"/> My job title is not listed *
	Specify your job title <input type="text"/>	
Start Date	14 March 2017 	
End Date	<input type="text"/>  Blank	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Then enter the postcode of your new establishment (i.e. place of work) and click on the blue search the establishment will appear in a list as seen below and you can click on **select this establishment**:

The screenshot shows the 'New Establishment' form on the Kent CPD Online website. The user's name is 'Julia Palfrey'. The 'Organisation/Establishment' section has a search box with 'ME15 8aw' entered. Below the search box, a list of establishments is displayed, each with a 'Select this department' link. An arrow points to the first link in the list.

Establishment Name	Select this department
BSS ICT Ops EIS, Oxford Road, Maidstone, ME15 8AW (Local Authority Team)	Select this department
ELS SSP (Training & Development) Team, Shepway Centre, Oxford Road, ME15 8AW (Local Authority Team)	Select this department
ELS SSP SSI OS - Non Assigned Governors, Shepway Centre, Oxford Road, ME15 8AW (Local Authority Team)	Select this department
Oxford Road School, Shepway Centre, Oxford Road, ME15 8AW (Other)	Select this department
Oxford Road Test - Governing Body, Shepway Centre, Oxford Road, ME15 8AW (Other)	Select this department
SCS-SENBAR Kent Parent Partnership Service, Oxford Road, Shepway Centre, ME15 8AW (Local Authority Team)	Select this department

If the postcode you entered doesn't appear with a drop down list a option that says '**no establishment found – please click here to enter your establishment name and address details**' will appear as shown below and then click on this option to add your new establishment and click submit:

The screenshot shows the 'New Establishment' form on the Kent CPD Online website. The user's name is 'Julia Palfrey'. The 'Organisation/Establishment' section has a search box with 'ME15 79g' entered. Below the search box, a message states: 'No establishment found - please click here to enter your establishment name and address details.' An arrow points to this message.