

CPD Provider Portal

Add Employees to your CPD Provider User Profile



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CONSEIL DE RÉGLEMENTATION DES
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Version: 2021-001

Last Modified: April 14, 2021

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The CPD Provider Portal provides an easy-to-use interface with only two sections: **'User Profile'** and **'CPD Activities'**. Please follow the steps listed below to navigate the system.

1. Click on the **'User Profile'** icon to view your profile.



User Profile

Create or modify your User Profile.

2. The main contact for the CPD Provider can add employees under the section header **'Add Company Employees'**. Complete the information, then click on **'Add/Update'**.

Add Company Employees (optional)

No employee user profiles found..add employees below

Add or change your company employees / user profiles

Last:	<input type="text"/>	First:	<input type="text"/>
User ID:	<input type="text"/>	Password:	<input type="text"/>
Email:	<input type="text"/>	Telephone:	<input type="text"/>

[Add/Update](#) [Delete](#) [Send Login Email](#)

3. To send the employee their login credentials, click on the **'Send Login Email'** button.



4. To save the changes, click on **'Save/Submit'** in the toolbar at the top of the page.

