

Update Approved CPD Activity Content

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.

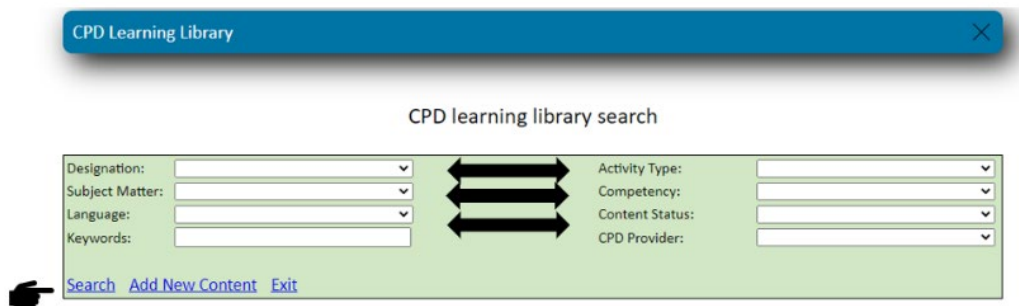
1. To search for your currently approved CPD activities, click on the **'CPD Activities'** icon.



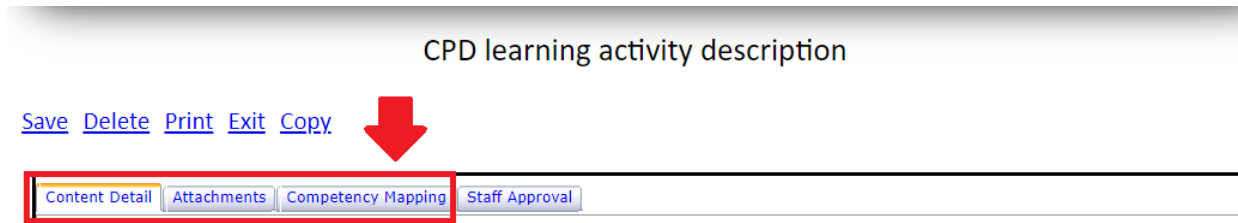
CPD Activities

Add or maintain your CPD Activities.

2. The **'CPD learning library search'** section will display all your CPD activities. You can filter activities by **'Subject Matter'**, **'Activity Type'** and **'Content Status'**. Click on the arrow of the field of your choice and select an item in the drop-down menu.



3. Select the CPD activity you would like to update.
4. You are required to complete all three sections titled **'Content Details'**, **'Attachments'**, and **'Competency Mapping'**. Click on the respective tabs to move to each section. Detailed instructions on completing these sections can be found in the tutorial titled **'Add New CPD Activities for Approval'**.



5. Please ensure that all CPD event details are up to date and that the competency mapping has been completed.
6. To submit your updated activity, click on **'Save'**.

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