My CPD Profile
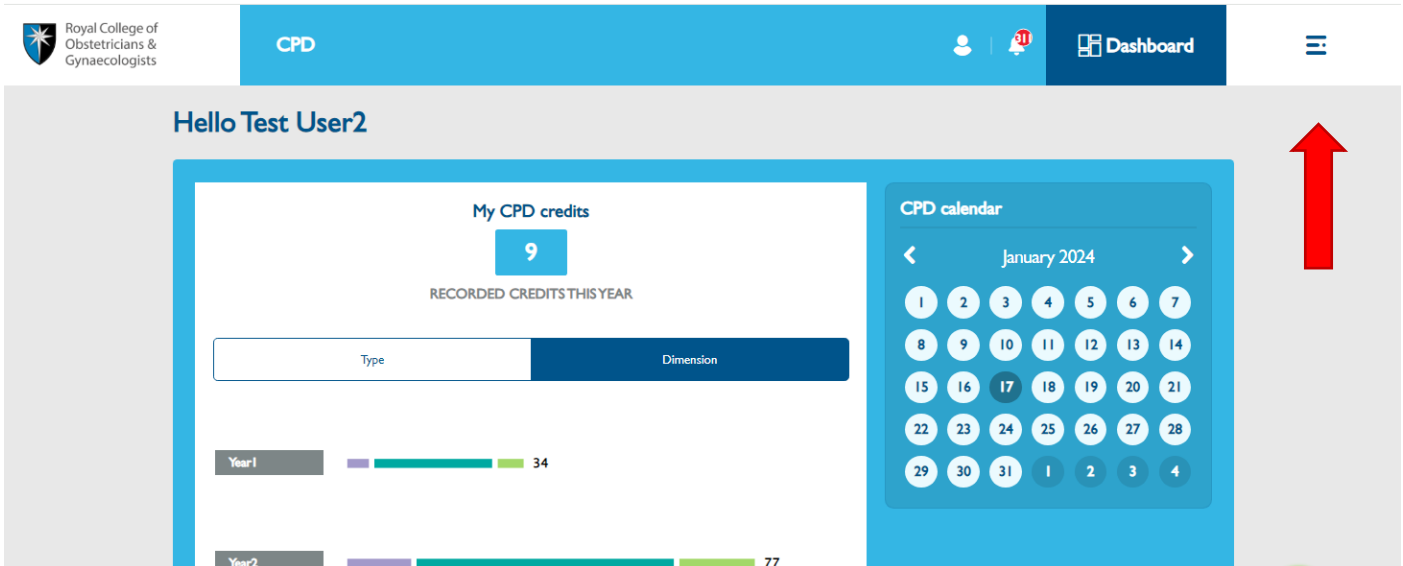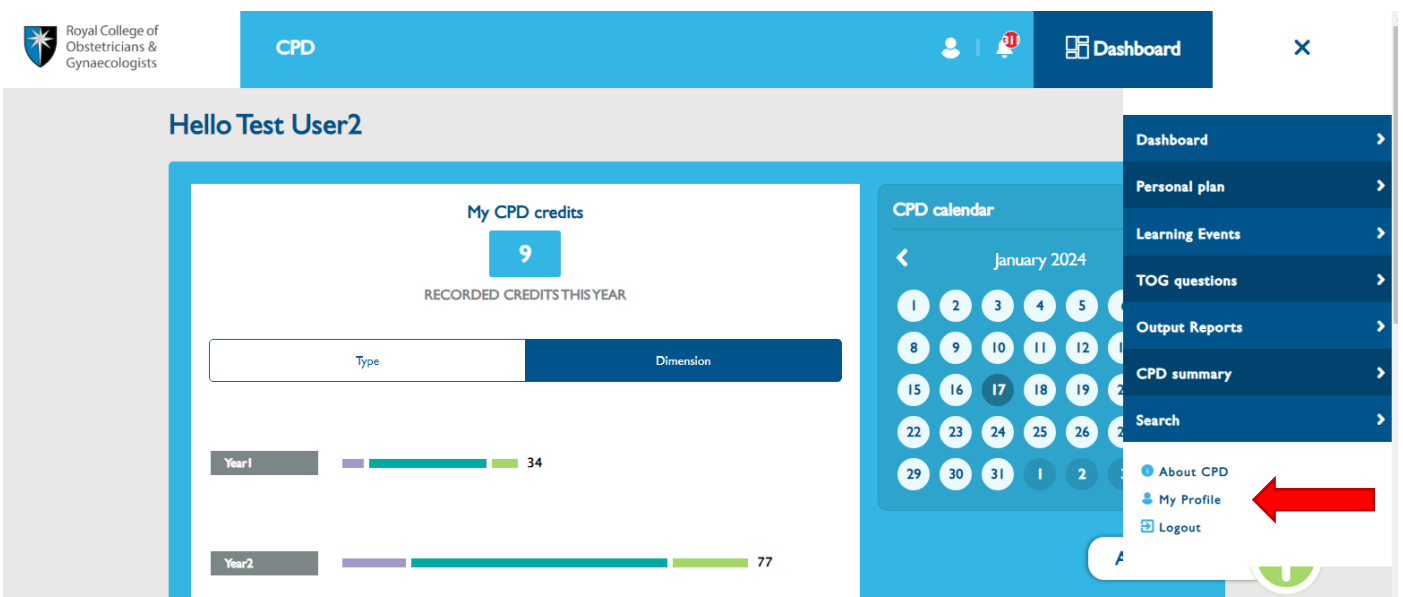
- To access the 'My Profile' area, please click on the menu at the top right-hand corner of the CPD ePortfolio homepage:

- Select '**My Profile**' at the bottom of the next screen:

- You will receive the following page:

Profile

View | Edit

Personal information

Title
Dr

First name
Test

Last name
User2

Professional information

GMC number
123

Current hospital post
Associate

Current hospital town/city
London

Current hospital country
England

Note that CPD participants cannot edit the **professional information** given in the 'My Profile' page. This is imported from the College database.

If you wish to change your post, hospital name or hospital town, please contact the CPD Office who will be able to amend the College database.

CPD

Participation
UKFM

RCOG number
456

CPD start date
Thu, 01/04/2021 - 12:00

Last Revalidation date
Tue, 15/01/2019 - 12:00

Participation indicates whether a doctor:
- is a UK Fellow or Member (UKFM)
- is an Overseas CPD participant (OSPART)
- is a UK Associate (UKA)

A **CPD start date** appears at the bottom of the Profile page, which is normally the date of when you first logged on to the CPD ePortfolio.

- You can edit the **CPD start date** to align it with your appraisal start date if you wish. To do this, please click on '**Edit**' at the top of the Profile page:
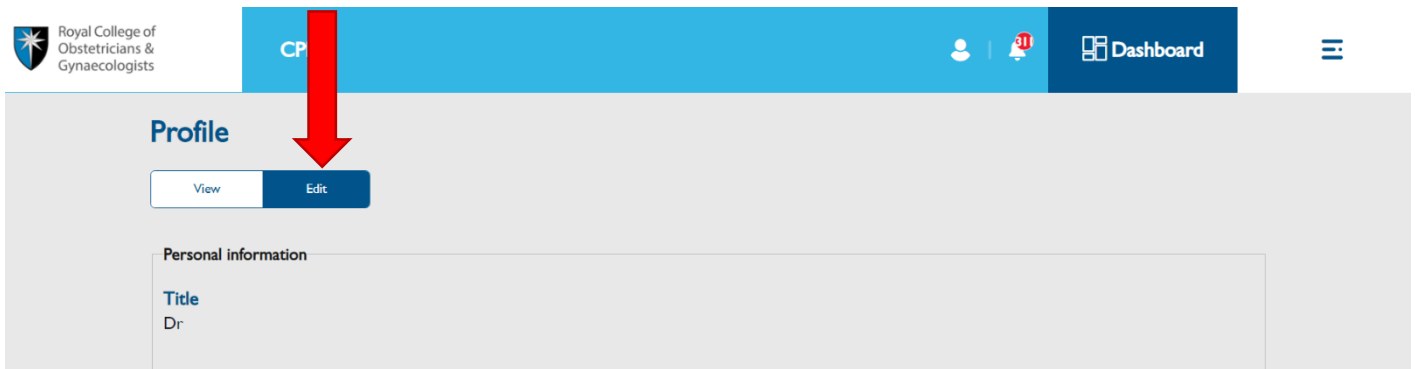
- Scroll down to the bottom in the following page and select an appropriate CPD start date using the calendar. Then click on '**Save**' at the bottom of the screen.
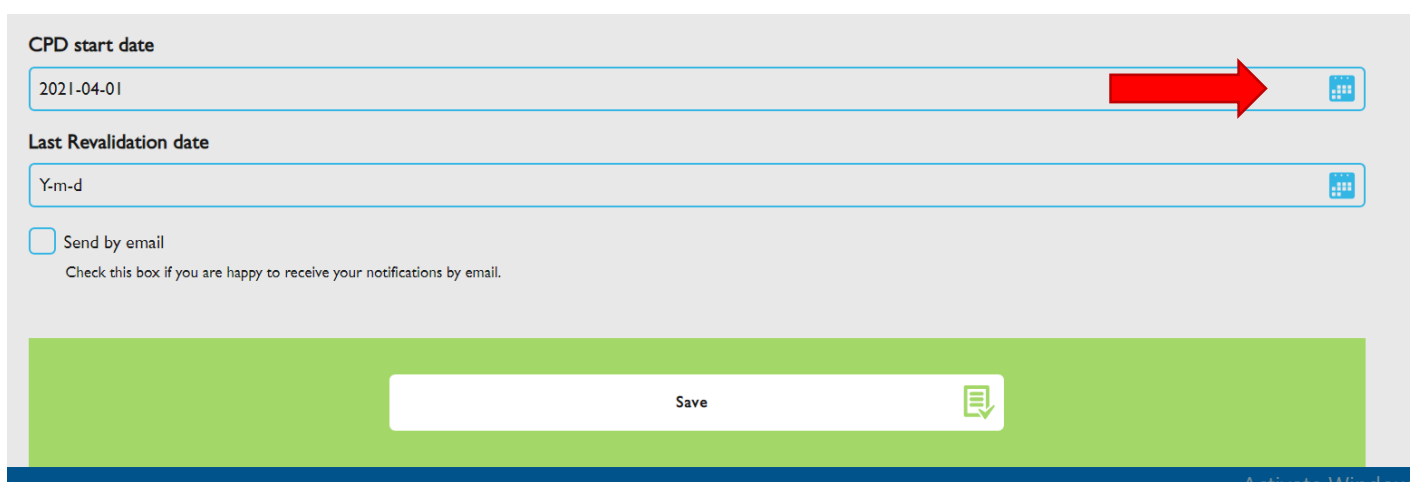
- Following this, the 'My CPD credits' graph on the dashboard page will show the number of CPD credits accrued from the CPD start date that you have set (1 April 2021 in the above example).

You will have the option to edit the CPD start date in the future by returning to 'My Profile.'

While in 'edit mode' on 'My Profile,' the system provides the option to annotate your revalidation date at the bottom of the page. Adding your revalidation date here serves no particular function in the CPD ePortfolio; it is only useful as an aide-memoire.

CPD Office Contact

If you require technical support with the use of the CPD ePortfolio, please contact the CPD Office via email at cpd@rcog.org.uk