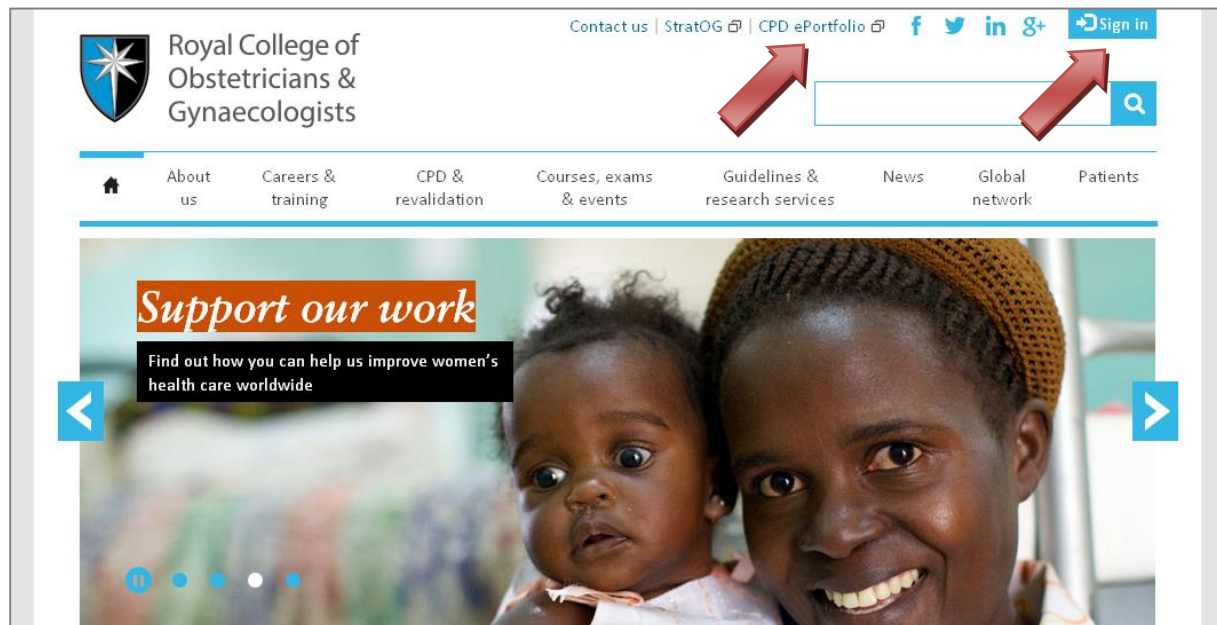


## The CPD/Revalidation ePortfolio Getting Started Instructions

### Accessing the CPD/Revalidation ePortfolio

In order to access the CPD/Revalidation ePortfolio you will need to log on to the RCOG website using your email address and password; you will find [Sign in](#) and [CPD ePortfolio](#) links at the top of the page.



If you do not remember your password, please click on [Forgotten your password](#) and follow the instructions.

## Add CPD Activity

In order to add CPD activities to your ePortfolio you should click on the [Add CPD activity](#) tab. Then select the category most appropriate to your activity. Selecting a category will open a new page with a list of appropriate activities. Now you can select an activity by clicking on the activity title.

*If, for example, you were adding details of a national or international meeting that you had attended, you would click the **National/International** category then the **Attending national and international meetings (NIM)** activity.*

You should enter all details of the activity on the next page, including date(s), title and further details, then select the amount of CPD credits claimed from the drop-down list.

To upload evidence to your ePortfolio, please scroll to the bottom of the page. You should see the box pictured below:

[Upload evidence files](#)

*Changes made to the attached files are not permanent until you save this post.*

*You may only upload files no larger than 5 MB and of types such as jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp.*

**Attach new file:**

Evidence files which are on your computer can be **browsed, selected** and then **attached** (*you may only upload files no larger than 5 MB and of types such as jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp*).

Once you have attached the file and entered all necessary information please click **Submit**. The file will then be uploaded on to your ePortfolio as part of the completed activity and will be visible in the **CPD Diary** page.

## TOG Questions

To submit your answers to the questions provided in *The Obstetrician and Gynaecologist (TOG)*, you can access the **TOG questions link** from the CPD/Revalidation ePortfolio Homepage or use the **TOG Questions** link within the right-hand side navigation window.

Your successfully completed TOG articles will automatically appear in the **CPD diary** page.

*If you require technical support on the use of the CPD/Revalidation ePortfolio, please contact the Revalidation/CPD Assistant on 020 7772 6283.*