



Oxfordshire CPD Online General User Quick Start Guide

Table of Contents

Access the Site	2
New user?	3
Managing your account in 'My Account'	5
Searching for Events	7
Making a Booking	10
Courses due to attend	11
Courses attended	12
Saved courses	12
Cancelling a booking	13



Access the Site

1. To access the site visit: <https://cpd4-oxfordshirecc.test.local/earlyyears/cpd/default.asp>



Home Course Search Help

Menu

- About Oxfordshire CPD >
- Contact us >
- Help >
- Cancellation policy >
- Brochure >

Log In

Username


Password

Log In


Step into Training

High quality training for the early years, childcare and playwork workforce


Event title, description or code



Course List >



Safeguarding >



Conferences >



Buy in Support >

2. On the left hand side of the page is a log in box, type in your username and password into the 'Log In' box and then either press enter on your keyboard or select 'Enter' on the page.



Home Course Search Help

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Log In

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Step into Training

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[Back to Top](#)

New user?

If you do not already have an account, you can sign up online.

1. Click the 'Register link underneath the log in box.

Log In

[Forgotten Password?](#) >

[Register](#) >



2. Fill in your details and click 'Submit.'

New Online user account - Step 1

Complete the form below to create your new Online account

Title *

First name

Last name

Job role

Are you registering as a member of an establishment (e.g. school / setting / preschool) or as an individual (e.g. childminder)? Establishment member Individual

Establishment *
 *
 My establishment is not listed

Email address *

Preferred contact number *

Alternative contact number

Special Requirements

(e.g. access)

Username *
This must be your email address

Passwords must be at least 8 characters long and contain numbers and both upper and lower case letters. A strong password does not contain dictionary words. Users should not use passwords that include their phone number, date of birth, car registration or any other personal information that may be in the public domain.

Password *

Confirm Password *

Enter the code exactly as you see it in the image *

cyllinders

[Privacy & Terms](#)

3. If your establishment is not in the drop down list please tick the box marked 'My establishment is not listed' and continue to complete the form and submit. A message will appear when you complete your application to tell you that Oxfordshire will be in touch to add your establishment. Once the establishment has been added and your account linked to it you can then make bookings.
4. You will then be taken to step 2 page of the new user registration process where you have to fill in an Equal Opportunities Policy form. Once you have selected your specific details, click 'Submit' to continue.



New Online user account - Step 2

Please could you complete the following information before proceeding with a booking.

We will only ask you to complete this information once, you will then be able to make event booking requests.

The Council has an Equal Opportunities Policy to ensure that all employees are treated fairly and have equal access to training. Therefore, we ask you to help this process by filling in the section below.

If at any point you wish to update this information, you can do so by logging into your CPD Online account and clicking on the 'My CPD Online' menu within the Training homepage. The information you supply will be used by staff monitoring the Equal Opportunities Policy, and is held in strict confidence. At no point will we be able to view your individual response.

Ethnic Origin:

I would describe my ethnic origin as (please select ONE from the following groups):

- Arab
- Asian/Asian British – Bangladeshi
- Asian/Asian British – Indian
- Asian/Asian British – Pakistani
- Asian/Asian British – Chinese
- Asian/Asian British – Other (please state)
- Black/African/Caribbean/Black British – African
- Black/African/Caribbean/Black British – Caribbean
- Black/African/Caribbean/Black British – Other (please state)
- Gypsy or Traveller of Irish Heritage
- Mixed/Multiple Ethnic Groups – White & Asian
- Mixed/Multiple Ethnic Groups – White & Black African
- Mixed/Multiple Ethnic Groups – White & Black Caribbean
- Mixed/Multiple Ethnic Groups – Other (please state)
- White – English/Welsh/Scottish/Northern Irish/British

- The next part of step 2 is to choose your course alerts. This will send email to you when new courses have been created which relate to your chosen Course Types and Target Audiences.

New Online User Account - Step 2

Oxfordshire CPD Online can keep you up to date with new events as they are added. Complete the form below to indicate areas you are interested in. [Back to My CPD Online](#)

Course Types Hide options

Select all New

Buy in support

Conference

Target Audience Hide options

Select all Audience

ABC

Activate course alerts by email

- Select 'Submit' to complete your registration; you will be shown the following confirmation message. Click the 'Click here to login' link in the message to log in to the site.

New Online User Account - Step 2

▶ You user account has been created

▶ [Click here to login](#)

- You will also be sent an email confirmation containing your login details for your records.

[Back to Top](#)

Managing your account in 'My Account'



1. When you are logged in you will have access to 'My Account' within the top menu tabs. This is where you can manage your account and track event bookings you have made.



My CPD Online

My CPD Online - My Account

- Change username & password
- Change contact details
- Course Alerts
- Update equal opportunity response

My CPD Online - Courses

- Courses due to attend and booking status
- Courses attended
- Cancel a booking
- Saved courses

Other Courses, Qualifications and CPD

- View other courses
- Add course


2. Within 'My Account' you can:
 - Change contact details, username/password details
 - Update event email alert preferences
 - Track booking statuses for bookings you have made
 - Cancel bookings you have made
3. To change your username and/or password click 'change username & password' in 'My CPD Online'

My CPD Online

My CPD Online - My Account

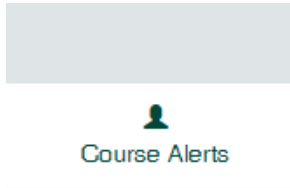
- Change username & password

4. To change your contact details click on the 'change contact details' link. This will take you to the change contact details page; fill in your details and click 'Submit' to update your contact details.


Change contact details



- To update your email alerts click on the 'Course Alerts' link. This will take you to the update profile page where you can select whether to receive event alert emails and for which types of event.



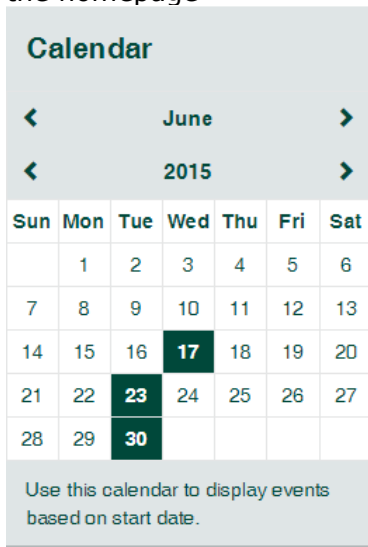
[Back to Top](#)

Searching for Events

- To search for events, click on 'Course Search' from the top menu.



- If you know the date of the event you are looking for, click on the date in the Event Calendar on the homepage



- You can also enter a search term on the homepage in the search events box to search for events



4. You will be taken to the 'Course Search' page.

Menu

- About Oxfordshire CPD >
- Contact us >
- Help >
- Cancellation policy >
- Brochure >

Search for Learning and Development Services and Pathways

Keyword

Starts during or after

Target Audience

Area

Course Type

Search

5 events found Page 1 of 1 [Printer friendly](#)

Code: OCC/15/003 Test 1

bdfdfvdfv **Event Closed**

Calendar

< June >

< 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	

5. Enter your search criteria and click the 'Search' button to search for events. Alternatively if you know the date of the event you are looking for you can click on that date in the event calendar and you will be shown all the events on that day.

6. Search results will be shown as per the example below.

Code: OCC/15/003 Test 1

bdfdfvdfv **Event Closed**

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	30 June 2015	09:00 - 09:30	WebBased Ltd	Map

Event Closed

Full details

Print Course

Save Course

Attached document



- To view the full details of an event click on the 'Full details' link on the right hand side and you will be taken to a page with the full event information.

View Details

[Event Closed](#)
[Print Course](#)
[Save Course](#)
[Attached document](#)
[Event List](#)

Title	Test 1
Course code	OCC/15/003
Venue	WebBased Ltd, 17 Rsch Way 📍
Course Tutors	Webbased Admin 👤
Admin Contact	Webbased Admin (cpd-test@support.webbased.co.uk)
Target Audience	Audience 👥
Course aim	bdfdfvdfv
Objectives	fdfdfbdf
Start Date	Tuesday 30 June 2015
End Date	Tuesday 30 June 2015
Closing Date	Monday 29 June 2015
Times	09:00 - 09:30
Maximum Places	11
Number of Sessions	1

- To print out the details of an event, click on the 'Print course' button.
- To save the details of an event to the Saved events section of your My Account area, click on the 'Save event' button.
- If there are any documents attached to the event, you will see a button called 'Attached document' link on the View Details screen.

Code: OCC/15/003 **Test 1**

bdfdfvdfv

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	30 June 2015	09:00 - 09:30	WebBased Ltd	Map

[Event Closed](#)
[Full details](#)
[Print Course](#)
[Save Course](#)
[Attached document](#)



- To see the attached document click on the link and a pop-up will appear where you can **download the document**

Attached Documents

▶ The following documents have been attached to the event you selected
 ▶ Click on the document to download to your computer

Event	Test 1
Venue	WebBased Ltd, 17 Rsch Way
Start date	Tuesday 30 June 2015
Attached documents	Test Word Doc (10KB) fhcncgnn

[Back to Top](#)

Making a Booking

- When you have found an event you would like to book on select 'Request a place.'

Code: OCC/15/008 Test 1000

sfbsdbcf

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	30 July 2015	09:00 - 09:30	WebBased Ltd	<input type="button" value="Map"/>

- You will be taken to the Request a Place page where your details will already be complete.

Request a Place

▶ Complete the form below to request a place on the event

Course Title: **Test 1000 (OCC/15/008)**

Venue: [WebBased Ltd, 17 Rsch Way](#) | [Map](#)

Start time and date: Thursday 30 July 2015

Your name: John Doe

Your email address: cpd-lest@support.webbased.co.uk

Your establishment: Daves department

Cost: £0

Special requirements:
(eg access, dietary requirements)

I have read and agree to the [terms and conditions](#) | [Terms and Conditions](#) |

- To read the booking terms and conditions click on the 'Terms and Conditions' link and a pop-up will appear. If you agree to these terms and conditions, tick the 'I have read and agree to the



terms and conditions' box' and click 'Submit' to request a place on the event

I have read and agree to the terms and conditions | [Terms and Conditions](#) | +

4. A confirmation message will be displayed. If your establishment requires booking authorisation, your Line Manager will be sent an email prompting them to authorise this booking.

Request a Place

▶ Your request reference number is: BRCPD/100013

▶ Thank you for booking your training with Oxfordshire CPD Online. A confirmation email will be sent to you soon.

IMPORTANT - Please note: You will not be allocated a place on this course without your line manager's authorisation.

▶ [Back to event list](#)

5. If your request for a place is authorised, the event contact for the event is notified (this will happen straight away if your establishment does not require booking authorisation).
6. Once your Line Manager has approved your booking request an Administrator will need to confirm the booking. You will receive an email once your booking has been confirmed

[Back to Top](#)

Courses due to attend

1. To view events that you are due to attend and track the booking status, click on the 'Courses due to attend and booking status' link in your My Account area.

My CPD Online - Courses



Courses due to attend and booking
status

2. This will display all courses you have requested to book onto, once the request has been authorised, and will show whether the booking has been confirmed or is still un-confirmed.

Events Due to Attend

▶ The list below shows events you are due to attend

[Back to My CPD Online](#)

1 event found

Page 1 of 1

Test 1000	Code: OCG/15/008
Date and time: Thursday 30 July 2015 09:00 - 09:30	
WebBasedLtd, 17 Rsch Way, PL6 8BT Map	
Show details	Booking status: Un-authorised



- From this page you can view the full details of the event by clicking on the 'Show details' link.

Events Due to Attend

► The list below shows events you are due to attend

[Back to My CPD Online](#)

1 event found

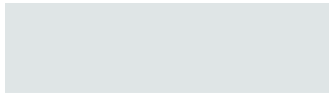
Page 1 of 1

Test 1000	Code: OCG/15/008
Date and time: Thursday 30 July 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details	Booking status: Un-authorised

[Back to Top](#)

Events attended

- To view the events that you have attended, click on the 'Courses attended' link in your My Account area.



[Courses attended](#)

- From this page you can view the full details of the event by clicking on the 'Show details' link, download documents via the 'Download Documents link. You can also enter evaluations from events here and download certificates by clicking 'Download Certificate'.

Events Attended

► The list below shows events you have attended

[Back to My CPD Online](#)

2 events found

Page 1 of 1

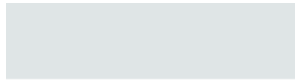
Test 1	Code: OCG/15/003
Date and time: Tuesday 30 June 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Download Certificate Download documents View Evaluation	Booking status: Confirmed
Multiple Session Test	Code: OCG/15/006
Date and time: Wednesday 29 July 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Download documents Enter Evaluation	Booking status: Confirmed

[Back to Top](#)

Saved events



1. To view the events that you have saved, click on the 'Saved courses' link in your My Account area.



Saved courses

2. From this page you can view the full details of your saved events by clicking on the 'Show details' link. You can also request a place or remove the event from your saved events page.

Saved Events

▶ You have saved the following events [Back to My CPD Online](#)
1 event found

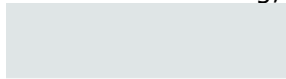
Page 1 of 1

Test 1000	Code: OCC/15/008
Date and time: Thursday 30 July 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Remove from saved events	

[Back to Top](#)

Cancelling a booking

1. To cancel a booking, click on the 'Cancel a booking' link in your My Account area.



Cancel a booking

2. On this page you are shown a list of bookings for upcoming events with the option to cancel a booking. To cancel a booking click on the 'Cancel booking' link.

Cancel Booking

▶ The list below shows events you are due to attend with the option to cancel [Back to My CPD Online](#)
1 event found

Page 1 of 1

Test 1000	Code: OCC/15/008
Date and time: Thursday 30 July 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Cancel booking	

Booking status: Un-authorised

3. You will be prompted to supply a reason for the cancellation, this information will be sent to the Admin Contact. To view the cancellation policy click on the 'Cancellation Policy' link, if you agree



to this click the tick box at the bottom of the cancel request page and click send.

Cancel Booking	
Your name	<input type="text" value="John Doe"/>
Your establishment	<input type="text" value="Daves department"/>
Your e-mail Address	<input type="text" value="cpd-test@support.webbased.co.uk"/>
Your Telephone	<input type="text"/>
Course Title	<input type="text" value="Test 1000"/>
Course Start Date	<input type="text" value="30 July 2015"/>
Reason for Cancellation	<input type="text"/>
<input type="checkbox"/> I have read and agree to the cancellation policy Cancellation Policy	
<input type="button" value="Submit"/>	

- Your booking will not automatically be cancelled. The cancellation request will be sent to an Administrator to process and you will be notified when your booking has been fully cancelled

[Back to Top](#)