



Suffolk CPD Online

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Suffolk CPD Online

Expert Profile User Guide

Before you can be designated an “expert” on this directory, please register as a “new user”, unless you have already done so.

If you have already registered, please go to Step 3.

If you have no expertise area on My CPD Online, please email LISexpertise@suffolk.gov.uk to gain access.

Please note that we can only accept registrations from individuals. If your company wishes to register, the relevant staff will need to register individually, using their own names.

1) Access the Site

To access the site, use the following web address: www.suffolkcpd.co.uk . This will take you to the Site Home Page.

Click the channel you require.



The screenshot shows the Suffolk CPD Online website home page. At the top, there is a header with the Suffolk Children's Trust Partnership logo on the left, the text "Suffolk CPD Your career is our business" in the center, and a stylized logo of people holding hands on the right. Below the header is a navigation bar with links: Home, My CPD Online, Expertise Directory, Help, and Log Out. On the left side, there is a sidebar menu with links: About Suffolk CPD Online, Contact Us, and General Enquiry. The main content area features a large green banner with the text "Welcome to Suffolk CPD Online Your career is our business". Below this banner are four colored boxes representing different expertise areas: "Early Years & Childcare" (red), "Multi Agency" (orange), "Schools & FE" (teal, with a mouse cursor pointing to it), and "Social Care" (purple). Each box contains a stylized logo of people holding hands in a circle.



You are now on the channel's Home Page, in this case the Schools & FE Channel.



Suffolk CPD

Your career is our business



Home
Schools & FE Home
Search Events
Expertise Directory
Help

About Suffolk Schools & FE CPD Online

Contact Us

General Enquiry

Logon

Username

Password

▶ Forgotten Password

▶ New User

▶ **Early Years & Childcare**

▶ **Multi Agency**

▶ **Schools & FE**

▶ **Social Care**

Welcome to Schools & FE

Professional development and training for Suffolk Children's workforce

Latest News



Learning & Improvement Service news
 The Learning and Improvement Service (LIS) replaced the Inclusive School Improvement Service (ISIS) on 1st April 2011. Following an extensive review period during 2010 the new service has been designed
[More](#)



New terms and conditions - please book early!
 Please refer to the new booking terms and conditions. With effect from the beginning of the summer term all decisions about the viability of running courses will be taken 32 days before the course is
[More](#)



Summer Term courses - already booked?
 All delegates who booked on these courses on the old system have now had name and email details added to this new site. You (or your school admin office) will have received an email con
[More](#)



School staff lists
 If your CPD Leader has already submitted a list of staff in your school, these names will be added over the next 2 weeks. We will contact your administration team at the beginning of the Summer term w

Search Events

Keyword

Event

▶ Today's Events

Event Calendar

◀ April 2011 ▶

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

▶ Use this calendar to display events based on start date.



2) **New user**

- a. Create a new user account by clicking New User in the Logon box.

- b. On the New User registration screen, complete the relevant fields including the ones below:

- Job title: **Teacher, Adviser etc**
- Organisation/Workplace/School:

If you are a self employed Adviser/Trainer, select:

- **Establishment: Independent Adviser (self employed)**
- **Department: same as above**

If you are employed by a commercial company, select:

- **Establishment: Independent Adviser (company)**
- **Department: same as above**

If you are permanently employed in a school:

Please use the relevant search box to enter your school code OR school postcode OR school name (first word will do)

If you are a self employed/not employed One-to-One tutor click on the "keyword/school code" box and type in the word "One".

In all cases, click on Select this establishment.



- c. **Other Special Requirements:** You will see that there is no field for your invoicing address (home or company). This part is still in development, so for the time being, please type the relevant full postal address into the “other special requirements” field (free text).
- d. It is important to make sure the email address is correct, as this is the way Learning and Improvement Service staff will communicate with you. Once you receive permissions to access the Expert Profile area, you will have the opportunity to select various options for email requests for your services.
- e. **Create your own user name and password and keep a note of it, since you will need to use this to access your profile.**
- f. If the spam security words are not legible, select another set of words by clicking on the circular arrows to the right of the empty field (top box).

Enter the code exactly as you see it in the image (Cookies must be enabled)



▶ SAVE ▶ CANCEL

- g. Towards the bottom of the screen, select “Request inclusion in Expertise Directory”

Request inclusion in Expertise Directory If you are an Adviser/NLE/LLE/AST or Leading Practitioner please select this option. Independent Advisers will determine their own availability, whereas staff in the other categories will be deployed by the Local Authority.

Enter the code exactly as you see it in the image (Cookies must be enabled)

- h. Click on Save – and then complete the equal opportunities monitoring questions. Note that there is a “prefer not to disclose” option for each question. Again, the mandatory fields show a red asterisk against them.

Please note that the above process only needs to be completed once. You can change most of the fields at a later date, by clicking on “My CPD Online”.

- i. Once new user steps have been completed, you will receive a message to say that your request has been noted and you will be contacted soon

New Online User Account - Step 2

- ▶ Your user account has been created
- ▶ Your request for inclusion in the Expertise Directory has been submitted and we will contact you shortly.
- ▶ [Click here to login](#)

- j. The Expertise Administrator will receive an email informing them of your request to be included in the expertise directory.

- k. Once your request has been approved, you will receive an email to this effect.

Dear Xpert User,

Your request to be included in the Expertise Directory has been accepted, please [login to your account](#) to enter your expertise profile information.

Once your profile information has been approved, it will be published to the Expertise Directory.

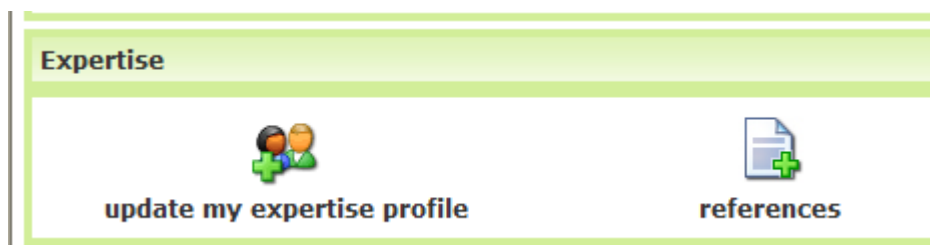
3) **Completing your Expert Profile**

You can now complete your Expert Profile page.

- a. Click on "My CPD Online" in the top menu bar



- b. At the bottom of the screen there is an Expertise area. Click "Update my expertise profile" to add your expertise details, or click References to upload these. References should be on headed paper, signed by the referee and uploaded as a PDF. If you wish us to convert your reference to a PDF, please send a copy to LISexpertise@suffolk.gov.uk



c. **Updating your Expertise Profile**

Some information will be completed from your new user registration.

- i) Please note the system will resize your photograph to 80 x 80 pixels. It is necessary to use a square image to avoid distortion. If you require assistance to reshape your photograph, please email us at LISexpertise@suffolk.gov.uk with the attached photo. You should not include any spaces in the filename of your photo as the system will not accept it.



- ii) If you have your own website, please add the web address here.
 - iii) Notes field - This is your marketing tool – use this to describe your Unique Selling Point (USP) – what it is that makes you stand out from the crowd. Examples are “Ofsted Inspector” or “experienced School Improvement Partner”. Keep it up-to-date with any recent achievements. Keyword searches will scan this field for information, so you can be sure your USP will be noticed. Please note that there is a 250 character and space limit.
- d. Once your profile page has been completed, this will need to be approved by the Expertise Administrator before it is made public. Any subsequent updates will also need to be approved and your old profile will remain in the directory whilst this is being carried out.

Update Expertise Profile

| [Back to My CPD Online](#) |

- ▶ **Your updated expertise profile has been submitted for review.**
- ▶ [Back to My CPD Online](#)
- ▶ **Your profile is awaiting review, any further changes that you make will also be reviewed before they are made publicly available.**