



## Schools' Choice CPD Online

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## Schools' Choice 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, please email [LISexpertise@schoolschoice.org](mailto:LISexpertise@schoolschoice.org) to gain access.

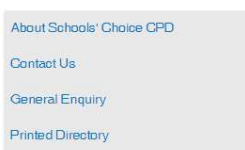
Please note that we can only accept registrations from individuals. If your company wishes to register, the relevant staff will need to register individually, using their own names.

#### 1) Access the Site

To access the site, use the following web address: <http://cpd.schoolschoice.org/cpd>. This will take you to the CPD Home Page.



[Home](#) [CPD Home](#) [Estore](#) [Search Events](#) [Search Expertise](#) [Help](#) ▾



[Forgotten login details](#)

[New User](#)

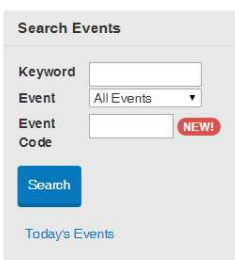
### Welcome to the Schools' Choice CPD

Welcome to the Schools' Choice Continuing Professional Development (CPD) website which has been set up to support you with your own professional development. We hope you find it a useful resource and easy to use.

You can use the website to:

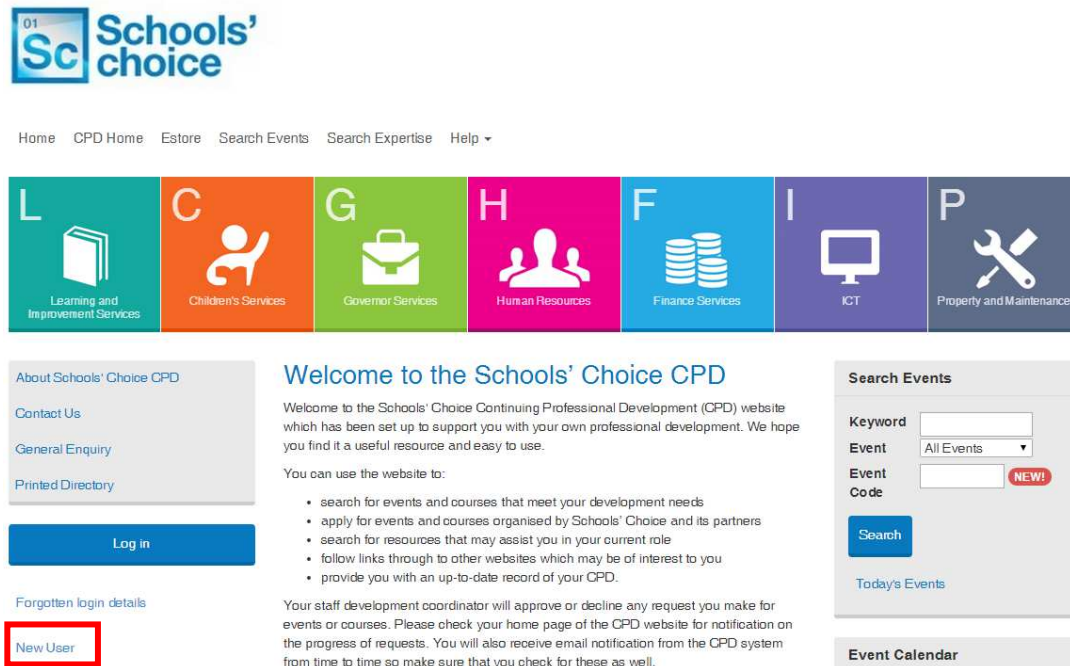
- search for events and courses that meet your development needs
- apply for events and courses organised by Schools' Choice and its partners
- search for resources that may assist you in your current role
- follow links through to other websites which may be of interest to you
- provide you with an up-to-date record of your CPD.

Your staff development coordinator will approve or decline any request you make for events or courses. Please check your home page of the CPD website for notification on the progress of requests. You will also receive email notification from the CPD system from time to time so make sure that you check for these as well.



## 2) New user

- a. Create a new user account by clicking New User located underneath the Log in button.



The screenshot shows the Schools' Choice CPD website. At the top is the logo and a navigation menu with links: Home, CPD Home, Estore, Search Events, Search Expertise, and Help. Below the menu is a row of seven service icons: Learning and Improvement Services (L), Children's Services (C), Governor Services (G), Human Resources (H), Finance Services (F), ICT (I), and Property and Maintenance (P). The main content area is titled 'Welcome to the Schools' Choice CPD' and includes a 'Log in' button and a 'New User' link, which is highlighted with a red box. To the right is a 'Search Events' section with a search box and a 'NEW!' badge. Below the search box is an 'Event Calendar' section.

- 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**

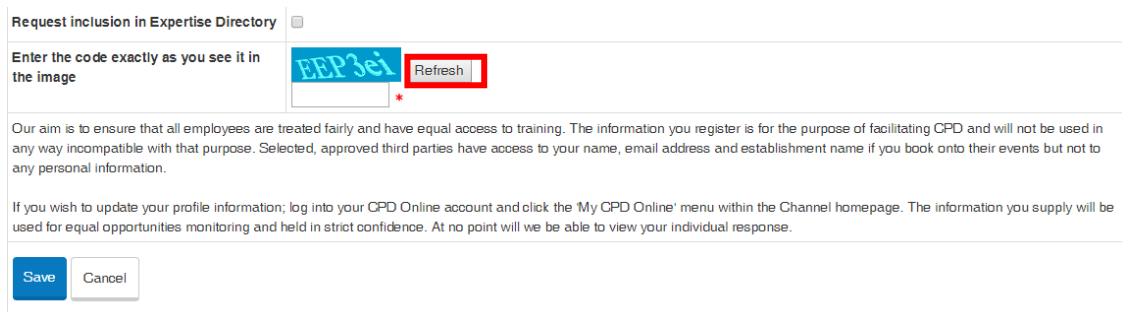
If you are permanently employed in a school:

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

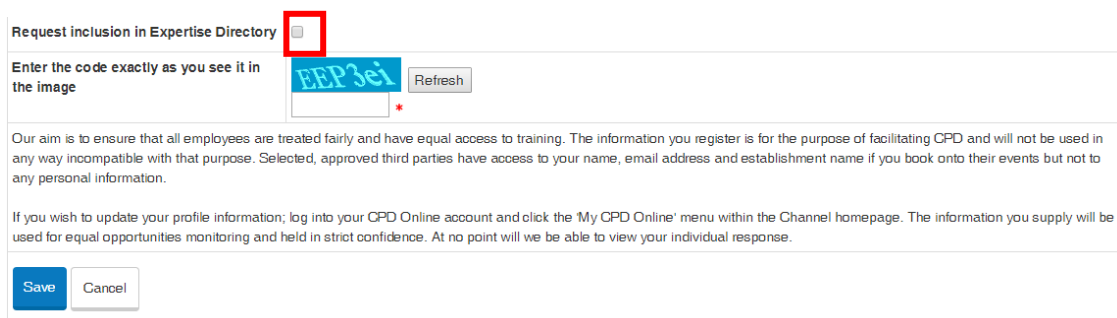
If you are a self employed/not employed One-to-One tutor click on the "keyword/school code" box and type in the word "One".

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).



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



- 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”.

- 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.

### 3) **Completing your Expert Profile**

You can now complete your Expert Profile page.

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



Home CPD Home Estore **My CPD** Search Events Search Expertise Help ▾ Log Out

- 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@schoolschoice.org](mailto:LISexpertise@schoolschoice.org)

Expertise	
	
<a href="#">update my expertise profile</a>	<a href="#">references</a>

**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 [LlSexpertise@schoolschoice.org](mailto:LlSexpertise@schoolschoice.org) 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.