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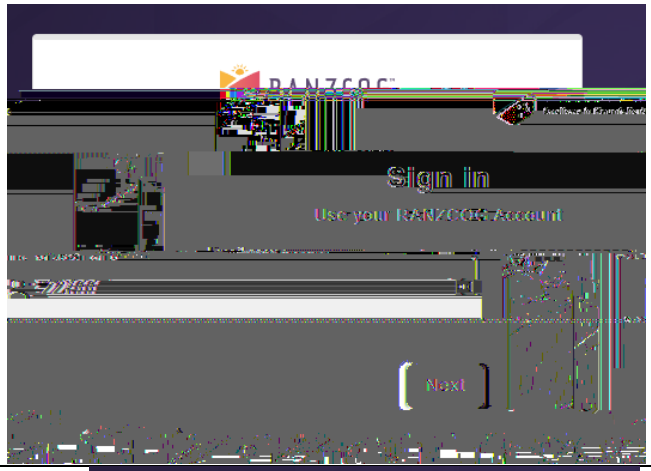
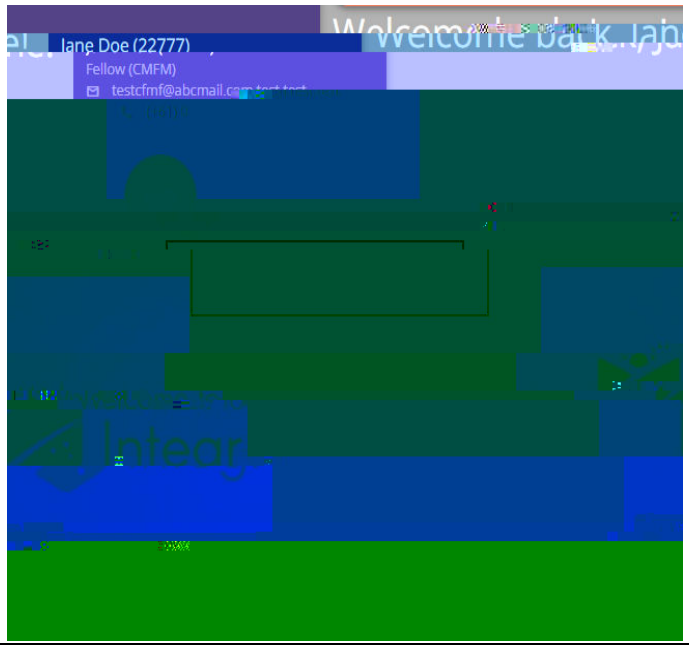
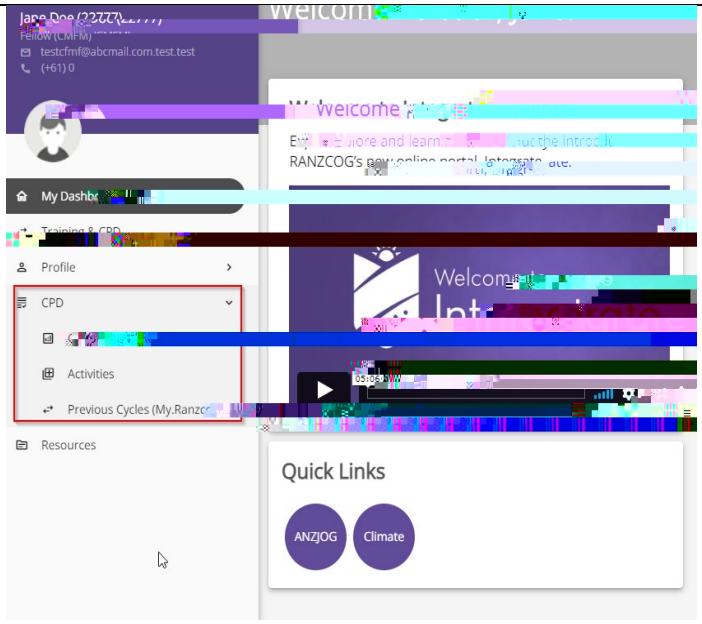
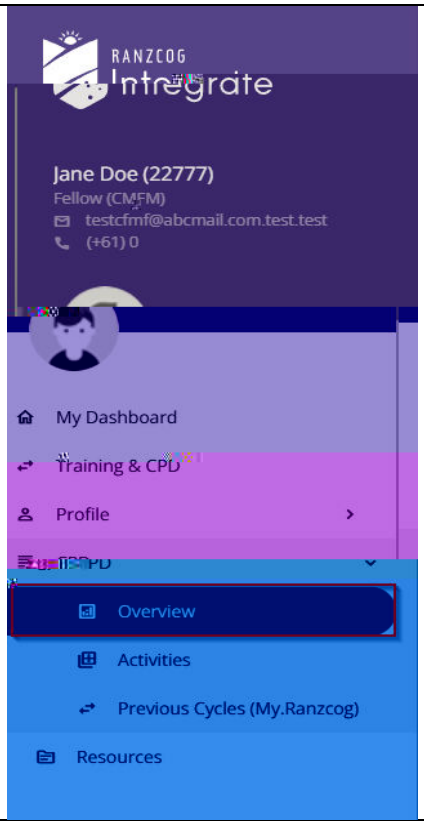
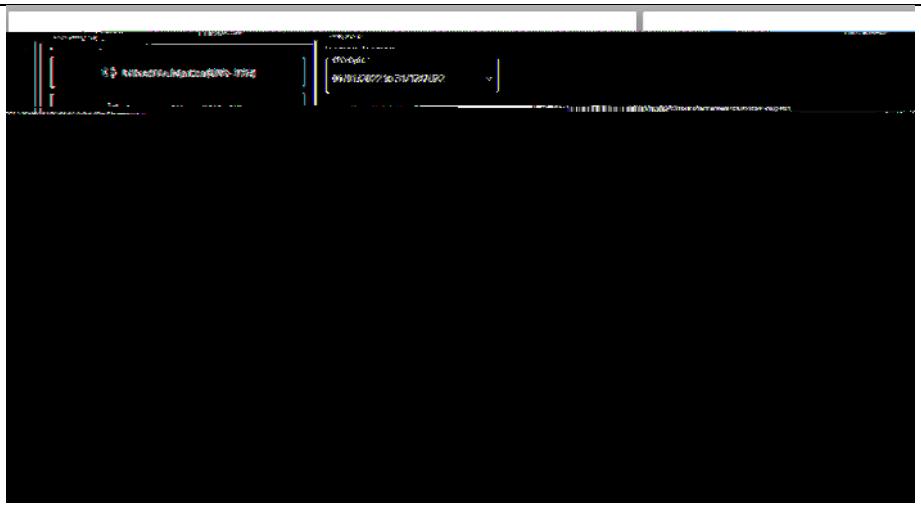
Enter your username and select the Next button. *Note* Username is your 5-digit membership number or email address.*	
Enter your password and click Login. **If you have forgotten your password, please click 'Reset Password?' and follow the instructions provided.**	
On successful login, the system will take you to the My Dashboard page.	

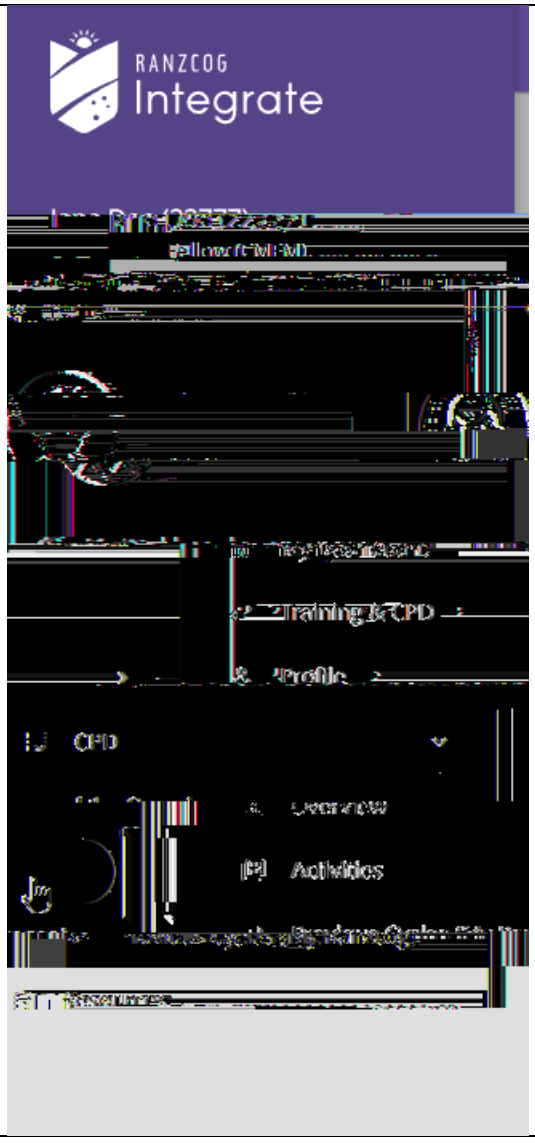
To access CPD, click on CPD menu ***Note* The three sub-menus will appear.***	

4. Viewing your CPD requirements on the Overview Page

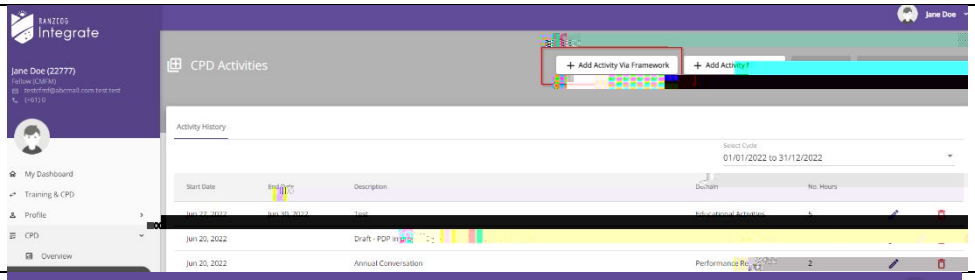
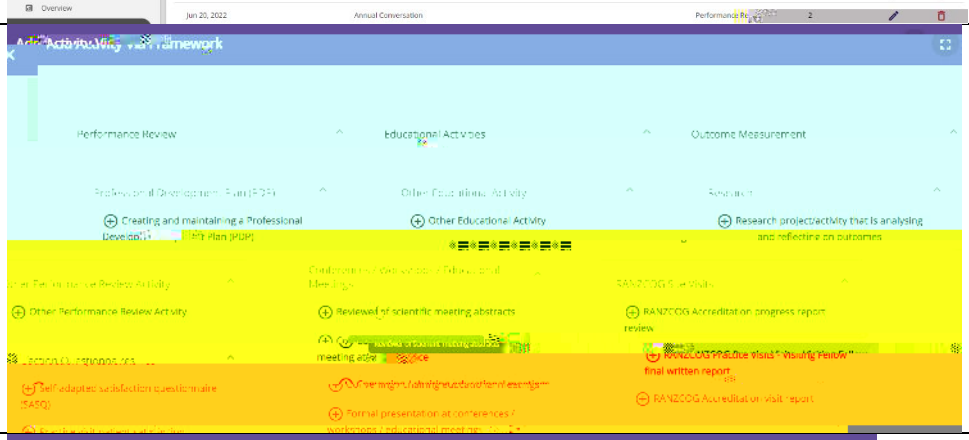
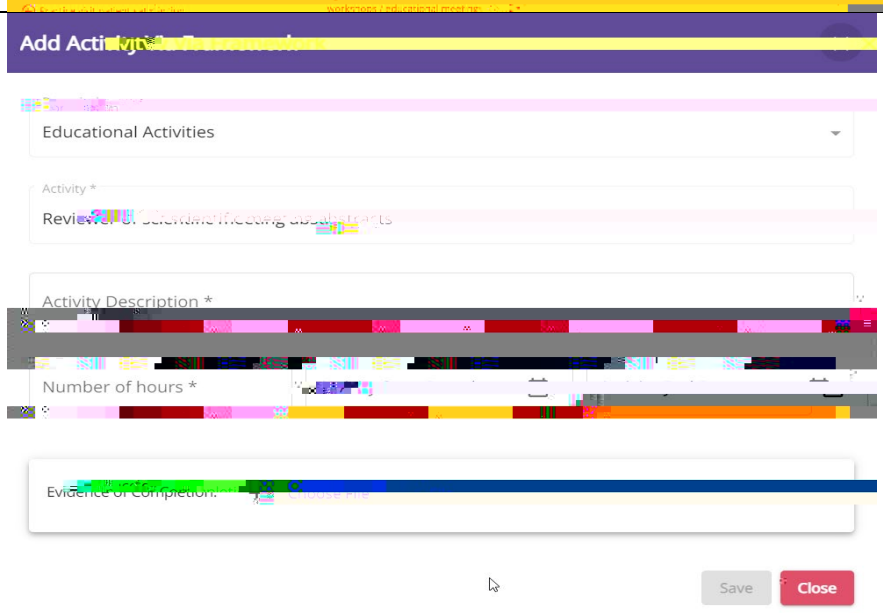
Select Overview from the menu	

Actions that can be performed on Overview Page • **View CPD cycle requirements and number of hours entered** • **View additional yearly mandatory requirements for your CPD** • **View activities that still require evidence to be attached** • **Download Letter of Participation** • **Download Statement of Hours** • **Download Compliance Statement**	

5. Adding an Activity

To navigate to the Activities page, click on the activities option under the Navigation Menu.	

5.1 Add Activity via Framework

Click on the Add Activity via Framework button.	
Select the activity that you want to add from one of the three domains. **Click on the activity in the dark grey box to select it.**	
Fill in all the mandatory fields with the details of the activity. **The domain and activity field gets prepopulated.** ***Save button will be disabled until all the mandatory fields are populated.*** **Once all the mandatory fields are populated select the 'Save' button.** *Note* Mandatory fields (Activity Description, No. of hours, and activity start date)*	

Subspecialists:
Subspecialists are also required to nominate whether or not the activity is relevant to their

The green success banner will be displayed, and the activity will be visible in the Activity History list.	
Select Remind Me Later **The activity will be saved to the 'Activities requiring evidence' list on the Overview Page.** **The system will send a reminder email to attach evidence to that activity.**	

5.2 Add Activity Manually

Click on Add A

Search for the activity by description, location, or provider.	
All the other fields will get prepopulated. **No. of hours, start date and end date field can be edited.** **Click on the save button.** **Subspecialists:** **Subspecialists are also required to nominate whether or not the activity is relevant to their subspecialty scope of practice.** **The activity will be**	

adding Annual Conversation, the button will be disabled.	

The Add Annual Conversation pop up will open.

organisation <practice name>'	
Note* Tick the Mandatory declaration check box to save the annual conversation.	

5.3.2

When it is saved the Annual Conversation is visible in the Activity History list.	

5.4 Add PDP

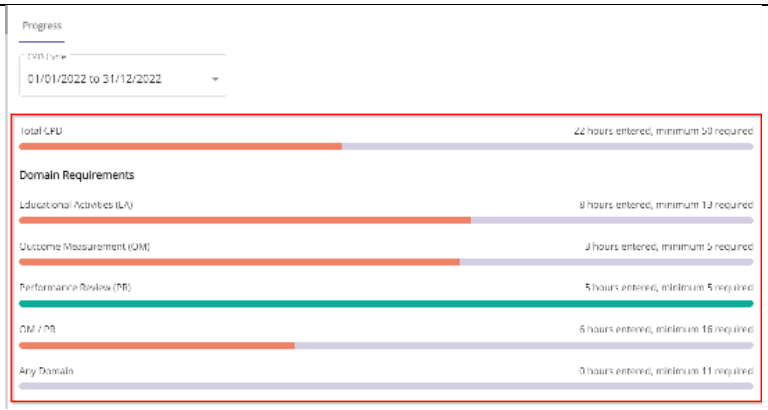
Click on Add PDP ***Note: There is one PDP per year. After adding PDP, the button will be disabled.***	**S**
Select whether to use the RANZCOG Template or upload your own document.	

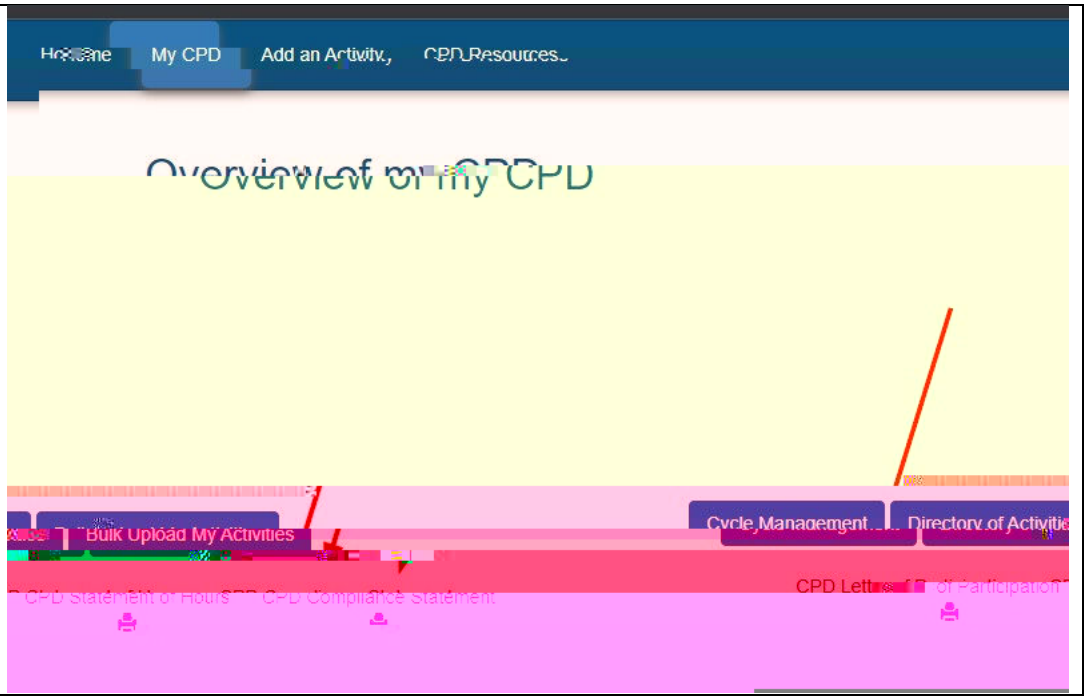
5.4.1

CPD Activities Question
To select an activity to record here, please click 'View Framework' and select an activity from the CPD Framework.

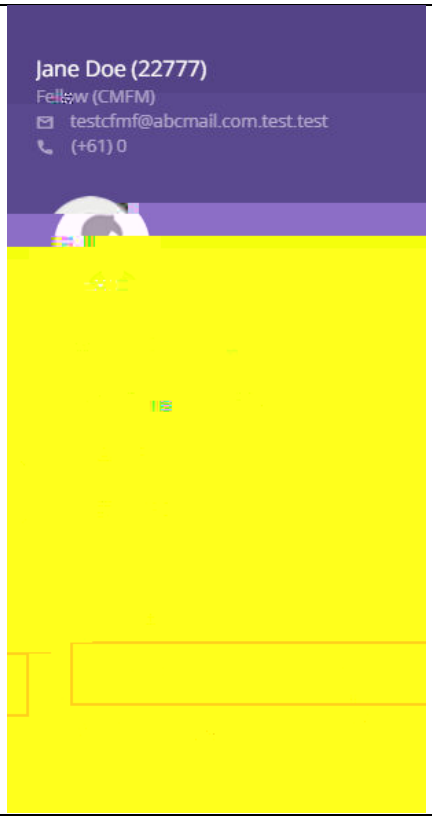
You can also type your own activity into the Search Activities field.

Save Progress
Use this option if you want to save

When the activity is added it is reflected here on the overview page.	
Yearly Mandatory Requirements: **Subspecialty Hours:** Activities which relate to your subspecialty scope of practice will be counted in this progress bar. **Annual Conversation:** There is only one annual conversation per year. When your annual conversation is added the progress bar will be marked as Completed. **Professional Development Plan:** There is one PDP per cycle. When your PDP is finalised the progress bar will be marked as Completed. **CGO Subspecialists only - Multidisciplinary Team Meetings Hours**: Hours are accumulated when a user adds a 'Multidisciplinary Team Meetings' activity manually or via the framework.	

Go to 'MyCPD' and click on the Compliance statement button. **The PDF will open in a separate tab. From here print to a printer or use the print function to save to PDF.**	

7. Previous Cycle (My. Ranzcog)

If you would like to view any previous cycles (including uploaded Activities) in the old system (My.Ranzcog) you can do so by selecting 'Previous Cycle (My.Ranzcog)' in the left hand navigation menu.	

Frequently Asked Questions (FAQs)

1. **Who can I contact for help with my CPD?**
   For any queries related to your CPD cycle, please contact the CPD department at: cpd@ranzcog.edu.au
   For any technical