



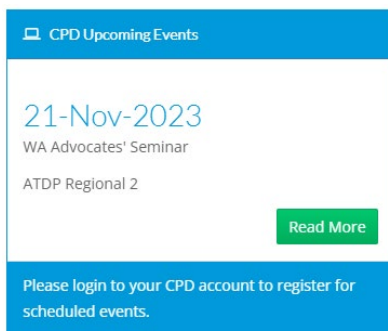
Registering for an existing External CPD Event (Continuous Professional Development)

What are External CPD Events

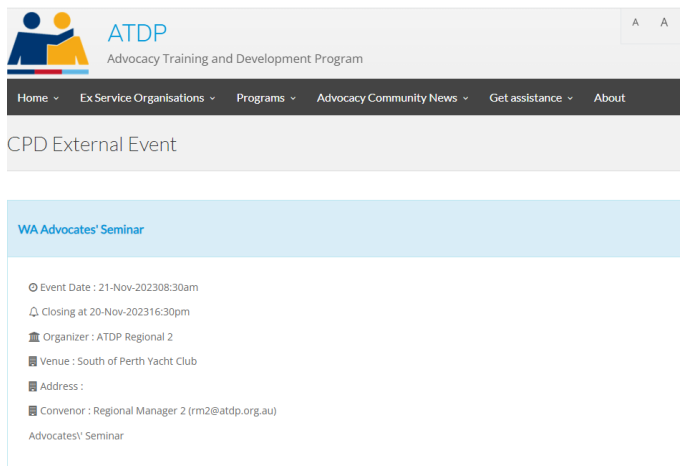
External CPD Events are organised by an ESO, Community of Practice or Individuals to reinforce and extend an advocate's knowledge and skill sets. The events are educational in nature and relevant to Wellbeing and/or Compensation Advocacy. Attendance at these events may attract CPD Points.

How do I find an External CPD Event

The area on the Home Page where the list of CPD Upcoming Events is located on the right side mid-way down the page:



If you click on the  button, the following screen opens:



The screen provides you with details of the CPD Upcoming Event. This allows you to determine if you would like to attend.

How to register for the External CPD Event

The registration process records an Advocate's intent to attend the Event.

Note: CPD points are only allocated after the Event Convenor has confirmed your attendance after the event.

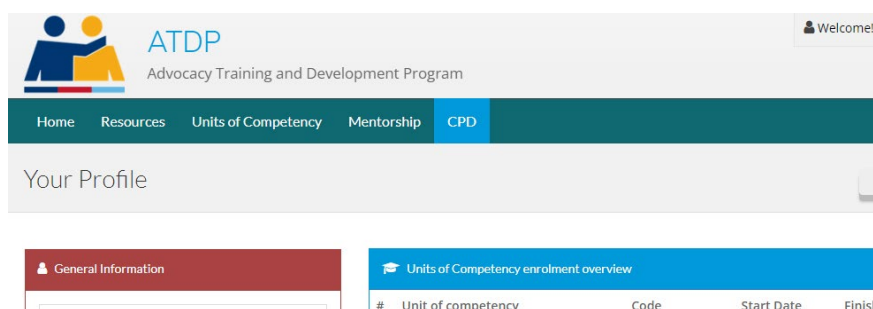
Step One: Log into the ATDP Portal


Refer to the Multi-Factor Authentication Guide located here:

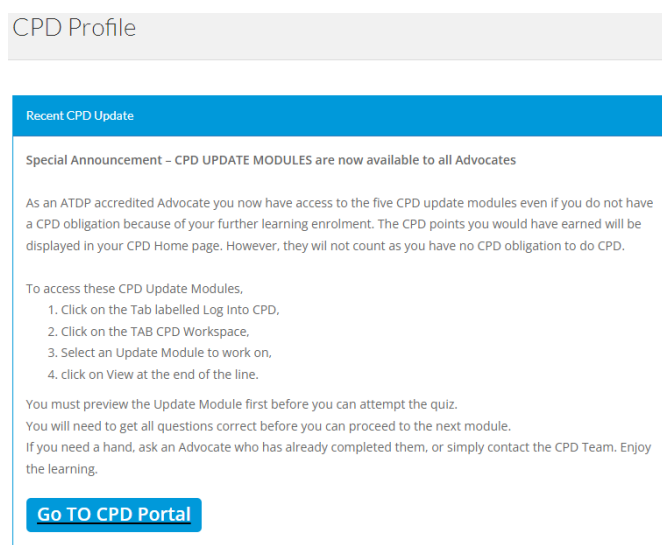
<https://web.atdp.org.au/psMsg>

Step Two: How to Access CPD Profile after Logging into the ATDP Portal

After entering the one-time PIN code and submitting, the next screen you will see is your profile:



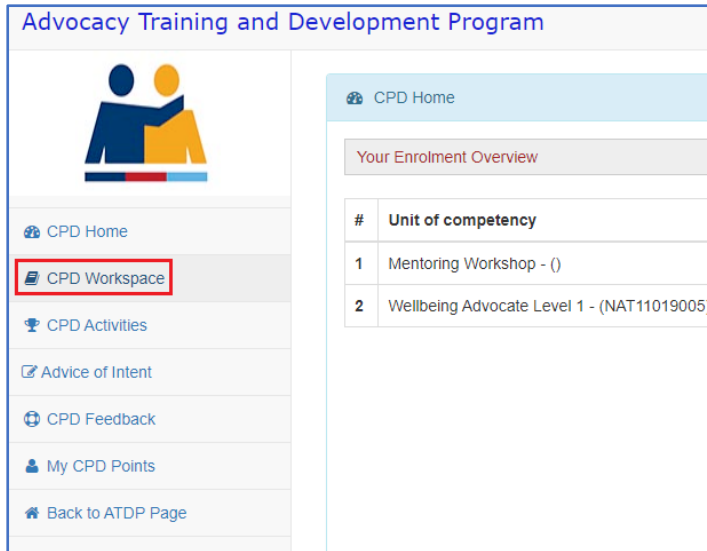
Click on the  button to open your CPD Profile :



Click on the **Go TO CPD Portal** button.

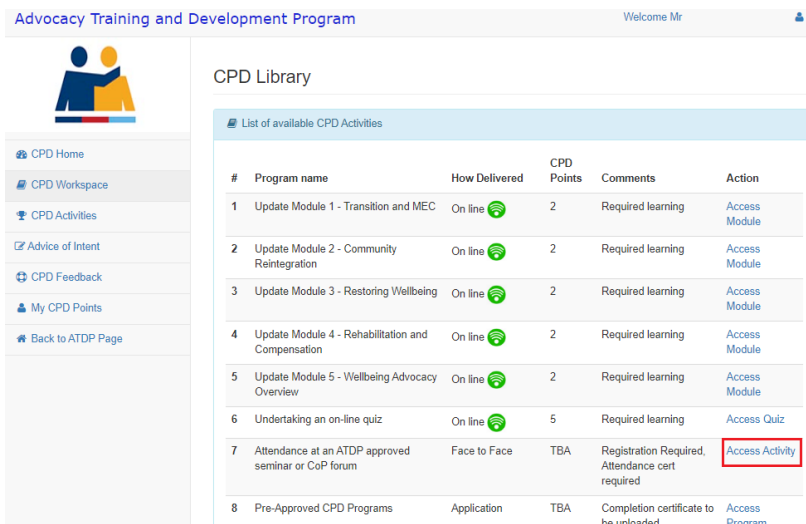
Step Three: CPD Workspace

The following screen appears. Click on **CPD Workspace** :



Step Four: Access Activity

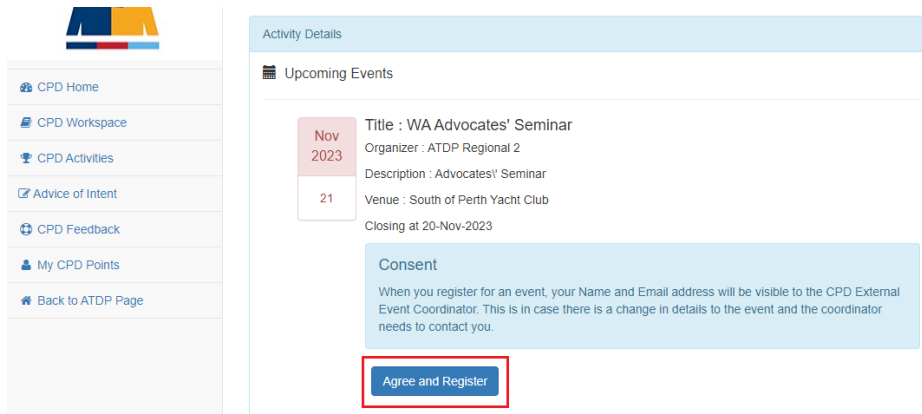
The following screen opens. Identify Item (Attendance to an ATDP approved seminar or CoP forum) and click on **Access Activity** :



Step Five: Agree and Register

The following screen opens. There will be at least one Upcoming Events, but may show more Events.

Identify the Upcoming Event you wish to attend and click on the **Agree and Register** button:



Register your details as required.

Want to find more “How To” Guides?:

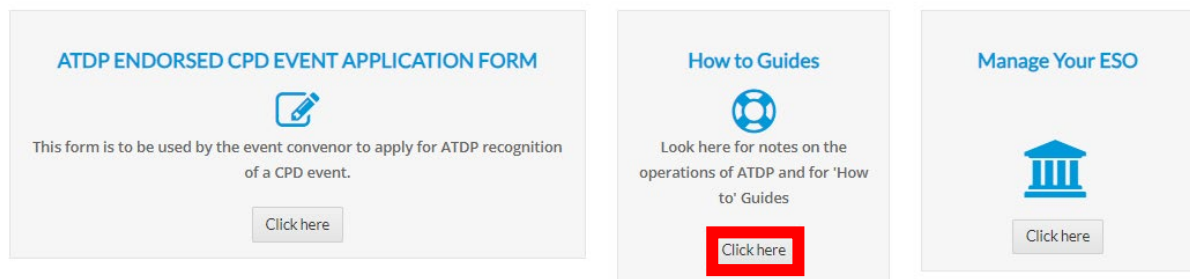
You can click on this link to go directly to the [How to Guides](#).

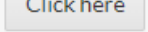
You can also find them via the [ATDP Website](#):

Step One:

Scroll to the bottom of the ATDP Home Page to the Quick Links Section:

Quick Links



Press the  button in the How To Guides section and you will be taken straight to the page.