

## My Homepage

### Menu

Use the menu buttons to navigate through the site.

### Searching

Select to search for courses or content, type keywords and set criteria from the drop down menus.

### Log in

Use the log in box or select log in from the top menu to manage your account, see content, make event bookings and to customise your own CPD Online Homepage.

### Event Calendar

Pick a date on the calendar to see what is available on that day.

### Folders

Each service will be publishing their own content, including web pages, documents to download and links.

### Services

See what the other service areas have to offer.

The screenshot shows the CPD Online homepage for Social Care & Housing. The header is green and contains the CPD logo, the text 'NORTH SOMERSET CPD ONLINE', and 'SOCIAL CARE & HOUSING'. There are three small images on the right side of the header. Below the header is a navigation bar with 'My Homepage', 'Training Homepage', and 'Log In' buttons. On the left side, there is a search box with a search button, a login form with fields for 'Username' and 'Password', and a 'LOGIN' button. The main content area is divided into several sections: 'Welcome to Social Care Service' with a message about the service's commitment to CPD, a 'Latest News' section with 'No news found', and a 'My CPD Online' section with a 'Show events I have attended' button. A 'Restore Panels' button is located at the bottom of the main content area. The footer contains copyright information and links to privacy policy and terms & conditions.

### Drag and Drop

Move panels by dragging the title bar and dropping them elsewhere on the page.

### Shrink Panels

Shrink panels to reveal only the title bar.

### Close Panels

Close panels that you don't use. If you close a module by mistake click the 'Restore Panels' button found underneath the remaining panels.

### CPD News

Keep up to date with the latest News from your service.

### Add favourite content

From your homepage make shortcuts to your favourite content from all of our services.

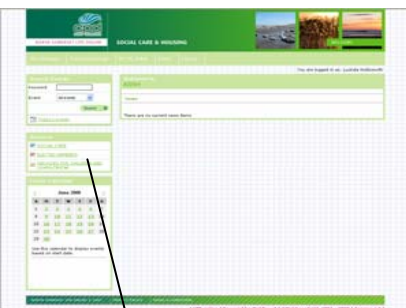
### Password

Change your password at any time.

### Monitor your Professional Development

Access full details, maps and related documents for events you are due to attend or have already attended.

## Training Homepage



From the Homepage you can search for events in a number of ways:

### Search Events

Search by typing a keyword.

### Today's Events

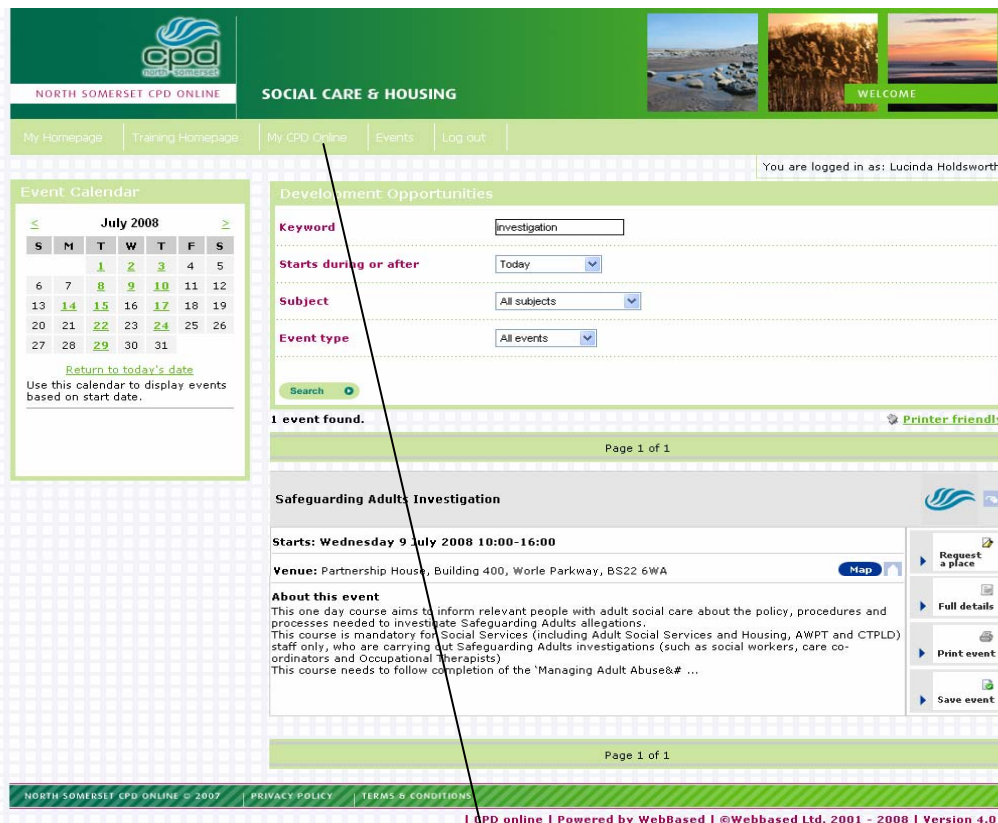
Lists all events that are happening today.

### Event Calendar

Pick a date on the calendar to see what is available on that day.

### Advanced search tool

Select Event Search from the Events menu button to the top of the page, choose from the options available to further refine your search.



Use the Menu options to navigate around the website.

### Log into CPD Online to access 'My CPD Online'

From here manage your account and set your user profile to be notified of new events of interest.

Update your account by providing your preferred email address.

We will send all correspondence to do with your booking to your preferred email address making the booking process much quicker, more efficient and economical.

### Also From My CPD Online

Review saved events and events you are due to attend or have attended. **Cancel your bookings online.**

Booking your place onto an Event couldn't be easier.

Log in and search for the event.

### Request a place

Click to request your place, type any special requirements then read and agree to the terms and conditions before submitting your booking.

### Full Details

View the full description and outcomes as well as contact information for the administrator.

### Save event

Like a shopping trolley save events of interest to discuss with your line manager or book at a later date. You can view your saved events from the My CPD Online menu.

### Print

Print the list of results, or event details

### Map

Click the link to view an online map to the venue, directions are also available.