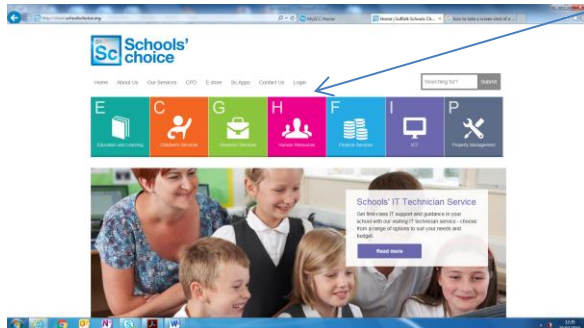


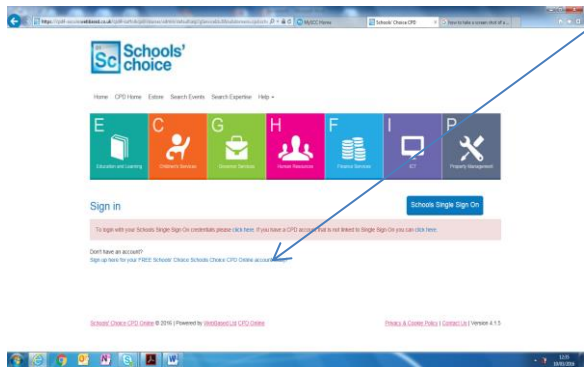
# CPD log in step by step guide.

Go to Schools Choice webpage [www.schoolschoice.org](http://www.schoolschoice.org) click on 'HOME'

1. Next step - click on login at the top of the page



2. Next step - click on 'Sign up here for your FREE Schools' Choice Schools Choice CPD Online account today!'



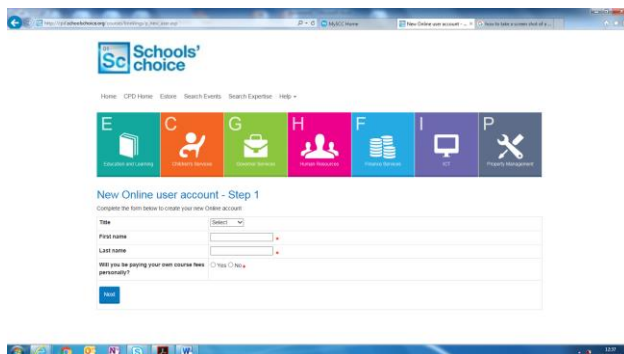
3. Complete the boxes (those with a red dot are mandatory)

First name and last name

**Will you be paying your own course fees personally?**

If you are an employee click NO you will then be asked to fill in your workplace postcode

If you are self-employed click YES and complete home address details



#### 4. complete the boxes New Online user account - step 1

Complete the form below to create your new Online account

Title: [dropdown menu]

First name: jessie

Last name: clark

Will you be paying your own course fees personally?  Yes  No

Organisation/Team/School: [dropdown menu]

Home address: 15 berea way

Volunteer:  If you are a volunteer/other unpaid worker, or an Agency worker within Suffolk County Council, then please tick here

Job role: [dropdown menu]

Job title: [dropdown menu]

Dietary requirements (Please enter none if not applicable): [text box]

Other special requirements: [text box]

#### 5. complete New Online account - Step 2

Please could you complete the following information before proceeding with a booking.

We will only ask you to complete this information once, you will then be able to make event booking requests.

The Council has an Equal Opportunities Policy to ensure that all employees are treated fairly, and have equal access to training. Therefore, we ask you to help this process by filling in the sections below.

If at any point you wish to update this information, you can do so by logging into your CPD Online account and clicking on the 'My CPD Online' menu within the Training homepage. This information you supply will be used by staff monitoring the Equal Opportunities Policy, and is held in strict confidence. At no point will we be able to view your individual responses.

Ethnic Origin: I would describe my ethnic origin as (please select ONE from the following groups)

White:  White Ethnic Origin  
 Black  
 Other  
Other white background (please specify): [text box]

#### 6. NEW Online User Account – Step 2

Tick the boxes of interest to you.

Schools' Choice CPD Online can help you up to date with new events as they are added. Complete the form below to indicate areas you are interested in.

Please ensure you complete both Subject and Target Audience sections to receive email alerts for these areas.

Your name: jessie clark

Your service(s): SCHOOLS CHOICE

Subjects:

<input type="checkbox"/> Adult, Gifted and Talented	<input type="checkbox"/> APP
<input type="checkbox"/> Applied & Vocational Education	<input type="checkbox"/> Arts & Design
<input type="checkbox"/> Assessment	<input type="checkbox"/> Assessment for Learning
<input type="checkbox"/> Behaviour and Attendance	<input type="checkbox"/> Behaviour for Learning
<input type="checkbox"/> Capability Programs	<input type="checkbox"/> Career Education
<input type="checkbox"/> Change Management	<input type="checkbox"/> Citizenship
<input type="checkbox"/> Coaching and Mentoring	<input type="checkbox"/> Collective working
<input type="checkbox"/> Community Cohesion	<input type="checkbox"/> Creative approaches

Click FINISH then your account has been completed.

Once complete this will generate an automatic email confirming your username and password.