CPD Leader User Guide

Table of Contents

**Wales EAS CPD Online
CPD Leader User Guide**

1) **Access the Site**

   a) To access the site use the following URL: http://www.sewaleseas.org.uk

   b) Click the 'EAS CPD' link (in black menu bar) to access the CPD site.

2) **Log on**

   a) Type in your username and password and click Enter:

   b) If you do not hold a CPD Online account click the 'New User' and complete the required fields. The Business Support team (01633 233267) will then need to amend the account to provide CPD Leader status.

c) This will take you to the following screen:

d) Select Search Events. From there you can find an event in different ways

e) This is a search screen, type in the search criteria for the event you are trying to find

Development Opportunities

Keyword	[ ]	**Starts during or after**	Today ▾
Course Code	[ ]	**LEA**	All LEAs ▾
Subject	All Subjects ▾	**Providers**	Select a Provider ▾
Event Type	All Events ▾	**Key Stages**	☐ Foundation ☐ KS 2 ☐ KS 3 ☐ KS 4 ☐ 7-14 ☐ Post 16
		Is this course taught in Welsh? ☐	

Search

f) You can also search by the start date of the event, by using the calendar

3) **Make a booking**

a) The event(s) will show as below with options to the right

Welsh Generic methodology of language teaching for NQTs in KS2 / Cwrs Methodoleg Generig i Athrawon newydd eu Cymhwyso CA2

Come and learn the latest language teaching techniques

Course Code: NE12/W014

Session	Session Date	Session Time	Session Venue	Map
Session 1	Wednesday 26 September 2012	09.00 - 16.00	Llysfaen Primary School	Map

▸ Request a place
▸ Full details
▸ Print event
▸ Save event

b) Clicking on **Map** will pinpoint exactly where the venue for the event is

c) ▸ **Request a place** will take you to the Request a place page

Request a place

▶ Request a place ▶ Full details ▶ Print event ▶ Save event ▶ Event list

▶ Complete the form below to request a place on the event

Event Title	Welsh Generic methodology of language teaching for NQTs in KS2 / Cwrs Methodoleg Generig i Athrawon newydd eu Cymhwyso CA2 (NE12/W014)

Session	Session Date	Session Time	Session Venue	Map	SLA Cost*	Non SLA Cost*	Additional Fees**	Notes
Session 1	Wednesday 26 September 2012	09.00 - 16.00	Llysfaen Primary School	Map	£114	£166	£0	

*Cost charged per Whole Course **Additional Fees charged per Course

Your name	Molly Bloggs
Your email address	liz.pitkeathly@webbased.co.uk
Your Establishment	WebBased ltd
Special requirements	(eg access, dietary requirements)

☐ I have read and agree to the terms and conditions | Terms and Conditions |

Submit | Cancel

d) From here you can book yourself onto the event or book someone else onto the event

4) **Make a Booking for Self**

a) If booking yourself onto the event, your details will already be completed.

b) Once you have read the Terms and Conditions, Tick the box to confirm you have done this.

☐ I have read and agree to the terms and conditions | Terms and Conditions |

c) Click on Submit to book yourself onto the event

5) **Make a Booking for a Colleague**

a) From the Request a place page click **Request a place on behalf of a colleague**

Request a place

Complete the form below to request a place on the event for a colleague

Event Title	Welsh Generic methodology of language teaching for NQTs in KS2 / Cwrs Methodoleg Generig i Athrawon newydd eu Cymhwyso CA2 (NE12/W014)

Session	Session Date	Session Time	Session Venue	Map	SLA Cost*	Non SLA Cost*	Additional Fees**	Notes
Session 1	Wednesday 26 September 2012	09.00 - 16.00	Llysfaen Primary School	Map	£114	£166	£0	

*Cost charged per Whole Course **Additional Fees charged per Course

Colleagues department	WebBased ltd ▼ *
Colleagues name	Select a colleague ▼ *
Your email address	liz.pitkeathly@webbased.co.uk
Special requirements	(eg access, dietary requirements)
Who would you like to receive email messages regarding this event	☑ Colleague ☑ Me
Cost code	*
Funding Stream	Select Funding Stream ▼ *
	☐ I have read and agree to the terms and conditions	Terms and Conditions	

Submit Cancel

b) This will take you to a similar screen but you will see new drop down fields

Colleagues department	WebBased ltd ▼ *
Colleagues name	Select a colleague ▼ *
Your email address	liz.pitkeathly@webbased.co.uk
Special requirements	(eg access, dietary requirements)
Who would you like to receive email messages regarding this event	☑ Colleague ☑ Me
Cost code	*
Funding Stream	Select Funding Stream ▼ *
	☐ I have read and agree to the terms and conditions	Terms and Conditions	

Submit Cancel

c) Select the department your colleague is from (if applicable) and your colleague from the drop down boxes.

d) You will then have the option to say whether you, or your colleague, or both should receive the e mail communications regarding the event.

| Who would you like to receive email messages regarding this event	☑ Colleague ☑ Me

e) Once you have read the Terms and Conditions, Tick the box to confirm you have done this.

☐ I have read and agree to the terms and conditions | Terms and Conditions |

f) Click on Submit to book your colleague onto the event

6) **My CPD Online**

a) You will have access to these menu options

| Home | EAS | PLC | My CPD Online | Search Events | Expertise | General Enquiry | Help | Log Out |
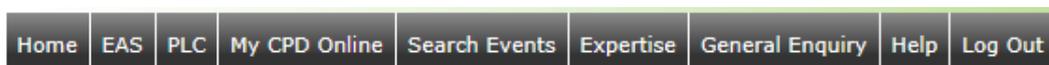
b) Clicking on **My CPD Online** takes you to a Control Panel as below:

My CPD Online - My Account

| change username & password | change contact details | update your user profile | CV Builder |

My CPD Online - Events

| events due to attend and booking status | cancel a booking | events attended | saved events |

CPD Leader Tools

| events I have booked for colleagues | events colleagues are due to attend | events attended by colleagues |
| event reports | colleague report | unauthorised booking requests |

Other CPD Events

| view other CPD events | add CPD event | other cpd events attended by colleagues |

7) **My CPD Online - My Account**

a) This is where you have access to your own account

My CPD Online - My Account

| change username & password | change contact details | update your user profile | CV Builder |

8) **Change Password**

a) You can change your own password in My CPD online by clicking on **change username & password** icon

9) **Change Contact Details**

a) You can change the following information about your own account in My CPD online by clicking on **change contact details**

10) **Update your user profile**

a) This is where you can change the way you are updated with course information.

b) From My CPD online click on **Update your user profile** and tick the areas you are interested in.

11) **CV Builder**

a) This tool allows you to incorporate your Consortium and non-Consortium events into a personal Curriculum Vitae which can be updated in a few clicks.

12) **My CPD Online – Events**

a) This is where you have access to your own events

Events due to attend and booking status
This is where you can see a list of event you are due to attend

Cancel a booking
This is where you can cancel your own bookings

Events attended
This is where you can see a list of events you have attended

Saved events
This is where you can see a list of events that you have saved for yourself

13) **CPD Leader Tools**

a) This is where you have access to your colleagues events

Events I have booked for colleagues
This is where you can see a list of bookings you have booked for colleagues

Events colleagues are due to attend
This is where you can see a list of events that your colleagues are due to attend

Events attended by colleagues
This is where you will see a list of events that your colleagues have attended

Event reports
Here you can run reports on Event Attendance History

Colleague report
Here you can run reports on Colleagues

Unauthorised Booking requests
This is where any bookings that are waiting to be authorised will be listed.

b) **To Authorise Bookings** tick the Select all box at the top.

c) If you want to authorise individuals tick the box next to each participant.

d) Once the bookings are ticked, ensure an appropriate funding stream has been chosen for each ticked booking. Note at the bottom of the page is a drop down box

Authorise selected requests ▼

Next

e) The default is **Authorise selected requests**, make sure this is still selected and click on **Next.**

f) You will be asked to confirm that this.

g) The booking will then be authorised and will be waiting to be confirmed by the LEA.

h) To **Deny all bookings** tick the Select all box at the top.

i) If you want to deny individuals tick the box next to each participant.

j) Once the bookings are ticked, at the bottom of the page is a drop down box

k) Click the drop down arrow and select **Deny selected requests**

Deny selected requests ▼

Next

l) Click on **Next.** You will be asked to confirm this.