



Oxfordshire CPD Online General User Quick Start Guide

Table of Contents

Access the Site	2
New user?	3
Managing your account in 'My Account'	4
Searching for Events	6
Making a Booking	9
Courses due to attend.....	10
Courses attended	11
Saved courses	12
Cancelling a booking.....	12



Access the Site

1. To access the site visit: <https://oxfordshireschoolscpd.org.uk/cpd/default.asp>

The screenshot shows the homepage of the Oxfordshire CPD Online website. At the top, there are logos for Oxfordshire County Council and OPL (Oxfordshire Partners in Learning). Below the logos is a navigation bar with links for Portal, Home, Course Search, and Help. The main content area is divided into several sections: a 'Menu' on the left with links to About Oxfordshire, Partners in Learning, Contact us, General Enquiry/Feedback, Terms & Conditions, Privacy and Cookie Policy, Cancellation policy, and Help; a central 'Oxfordshire Partners in Learning' section with a search bar and a grid of featured courses like 'Teaching & Learning' and 'School Leadership'; and a 'Log In' box on the right with fields for Email address and Password, and a 'Log In' button. Below the Log In box are links for 'Forgotten Password?' and 'Register'. At the bottom right, there is a 'Latest News' section with a list of news items.

2. On the right hand side of the page is a log in box, type in your username and password into the 'Log In' box and then either press enter on your keyboard or select 'Enter' on the page.

This screenshot is identical to the previous one, showing the homepage of the Oxfordshire CPD Online website. The only difference is that a red rectangular box is drawn around the 'Log In' box on the right side of the page, highlighting the login fields and the 'Log In' button.

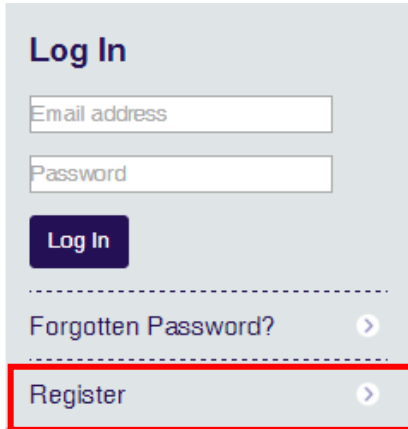
[Back to Top](#)



New user?

If you do not already have an account, you can sign up online.

1. Click the 'Register' link underneath the log in box.



Log In

Email address

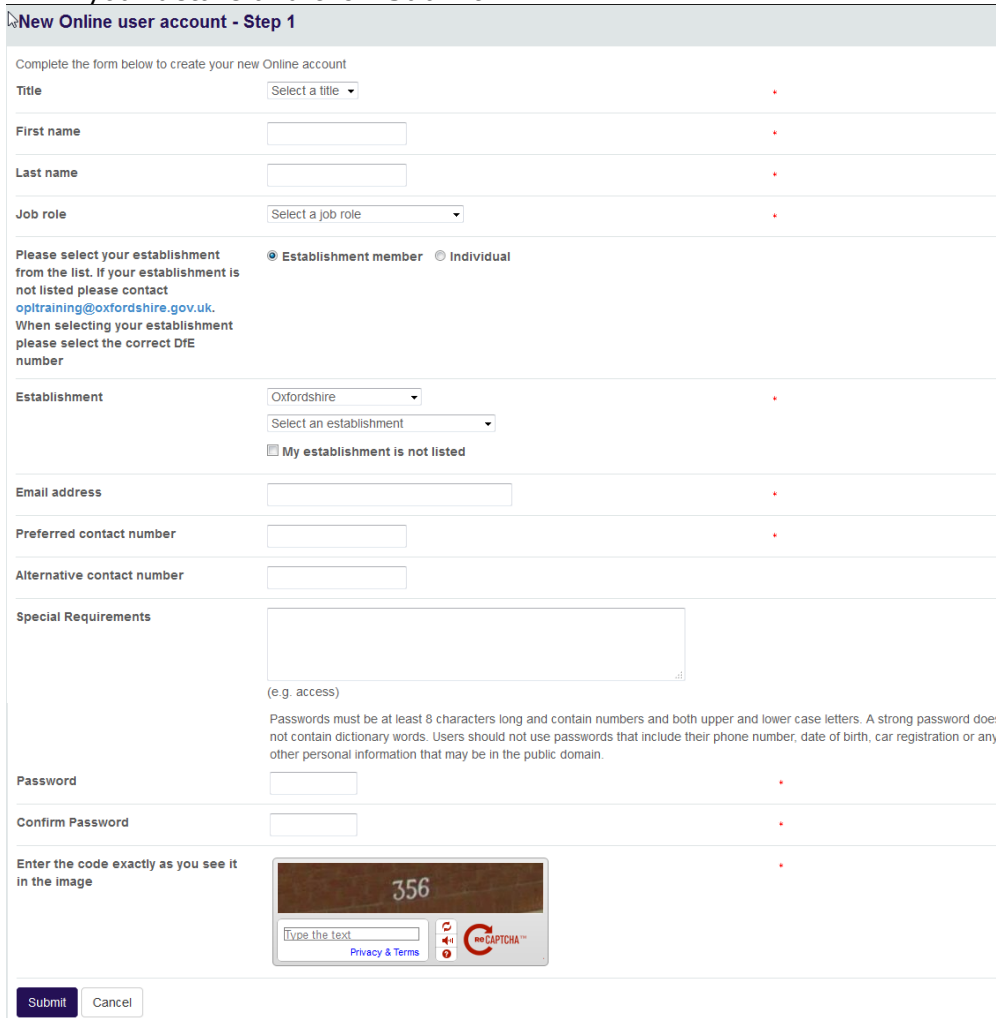
Password

Log In

Forgotten Password? >

Register >

2. Fill in your details and click 'Submit.'



New Online user account - Step 1

Complete the form below to create your new Online account

Title

First name

Last name

Job role

Please select your establishment from the list. If your establishment is not listed please contact opitraining@oxfordshire.gov.uk. When selecting your establishment please select the correct DfE number

Establishment member Individual

Establishment

My establishment is not listed

Email address

Preferred contact number

Alternative contact number

Special Requirements

(e.g. access)

Passwords must be at least 8 characters long and contain numbers and both upper and lower case letters. A strong password does not contain dictionary words. Users should not use passwords that include their phone number, date of birth, car registration or any other personal information that may be in the public domain.

Password

Confirm Password

Enter the code exactly as you see it in the image

Type the text

Privacy & Terms

reCAPTCHA™

Submit Cancel



- If your establishment is not in the drop down list please tick the box marked 'My establishment is not listed' and continue to complete the form and submit. A message will appear when you complete your application to tell you that Oxfordshire will be in touch to add your establishment. Once the establishment has been added and your account linked to it you can then make bookings.
- Step 2 is to choose your course alerts. This will send email to you when new courses have been created which relate to your chosen Course Types and Target Audiences.

New Online User Account - Step 2

Oxfordshire Partners in Learning can keep you up to date with new events as they are added. Complete the form below to indicate areas you are interested in. [Back to My CPD Online](#)

Activate course alerts by email

Course categories [+ Show options](#)

Course themes [+ Show options](#)

Subjects [+ Show options](#)

Course Types [- Hide options](#)

<input type="checkbox"/> Select all	<input type="checkbox"/> Network Meeting
<input type="checkbox"/> Briefing	<input type="checkbox"/> Presentation
<input type="checkbox"/> Buy in support	<input type="checkbox"/> Project
<input type="checkbox"/> Conference	<input type="checkbox"/> Training course
<input type="checkbox"/> e-Learning	<input type="checkbox"/> Workshop
<input type="checkbox"/> Meeting	

Target Audience [- Hide options](#)

<input type="checkbox"/> Select all	<input type="checkbox"/> KS2 Teacher
<input type="checkbox"/> Admin Officer	<input type="checkbox"/> KS3 Teacher
<input type="checkbox"/> Audience 2	<input type="checkbox"/> Other
<input type="checkbox"/> Governor	<input type="checkbox"/> Teacher
<input type="checkbox"/> Headteacher	<input type="checkbox"/> Teaching Assistant
<input type="checkbox"/> KS1 Teacher	

[Submit](#) [Cancel](#)

- Select 'Submit' to complete your registration; you will be shown the following confirmation message. Click the 'Click here to login' link in the message to log in to the site.

New Online User Account - Step 2

▶ You user account has been created

▶ [Click here to login](#)

- You will also be sent an email confirmation containing your login details for your records.

[Back to Top](#)

Managing your account in 'My Account'

- When you are logged in you will have access to 'My Account' within the top menu tabs. This is where you can manage your account and track event bookings you have made.



OXFORDSHIRE COUNTY COUNCIL
OXFORDSHIRE CPD ONLINE

Portal Home **My Account** Course Search Help Log Out Welcome John Doe2

My CPD Online

My CPD Online - My Account

- Change password
- Change contact details
- Course Alerts

My CPD Online - Courses

- Courses due to attend and booking status
- Courses attended
- Cancel a booking
- Saved courses

Other Courses, Qualifications and CPD

- View other courses
- Add course

2. Within 'My Account' you can:
 - Change contact details, password details
 - Update event email alert preferences
 - Track booking statuses for bookings you have made
 - Cancel bookings you have made

3. To change your username and/or password click 'Change password' in 'My CPD Online'

My CPD Online

My CPD Online - My Account

Change password

4. To change your contact details click on the 'change contact details' link. This will take you to the change contact details page; fill in your details and click 'Submit' to update your contact details.

Change contact details

5. To update your email alerts click on the 'Course Alerts' link. This will take you to the update profile page where you can select whether to receive event alert emails and for which types of event.



Course Alerts

[Back to Top](#)

Searching for Events

1. To search for events, click on 'Course Search' from the top menu.



2. If you know the date of the event you are looking for, click on the date in the Event Calendar on the homepage

Calendar

< November >

< 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Use this calendar to display events based on start date.

3. You can also enter a search term on the homepage in the search events box to search for events
4. You will be taken to the 'Course Search' page.



Menu

- About Oxfordshire Partners in Learning >
- Contact us >
- General Enquiry/Feedback >
- Terms & Conditions >
- Privacy and Cookie Policy >
- Cancellation policy >
- Help >

Search for Learning and Development Services and Pathways

Keyword

Starts during or after

Course category

Course subcategory

Course themes

Subject

Key Stages

<input type="checkbox"/> Select all	<input type="checkbox"/> KS3
<input type="checkbox"/> EYFS	<input type="checkbox"/> KS4
<input type="checkbox"/> KS1	<input type="checkbox"/> KS5
<input type="checkbox"/> KS2	

Target Audience

Course Type

Postcode

Search

Calendar

November

2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

5. Enter your search criteria and click the 'Search' button to search for events. Alternatively if you know the date of the event you are looking for you can click on that date in the event calendar and you will be shown all the events on that day.
6. Search results will be shown as per the example below.

Code: OPL/15/004 Multi-Session Event

Book now course closing soon

dfsfsggfafdd

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	28 November 2015	09:00 - 09:30	WebBased Ltd	Map
2	29 November 2015	09:00 - 09:30	WebBased Ltd	Map

[Request a place](#)

[Full details](#)

[Print Course](#)

[Save Course](#)

[Important Course Info](#)

Places remaining: 11

7. To view the full details of an event click on the 'Full details' link on the right hand side and you will be taken to a page with the full event information.



View Details

Request a place Print Course Save Course Important Course Info Event List

Title	Multi-Session Event
Course code	OPL/15/004
Venue	WebBased Ltd, 17 Rsch Way, 1, PL6 8BT
Course Tutors	Webbased Admin
Admin Contact	Webbased Admin (cpd-test@support.webbased.co.uk)
Target Audience	Admin Officer
Restrictions	n/a
Course Types	Briefing
Course categories	Teaching & Learning
Teaching & Learning subcategories	Test
Course themes	
Subject	Subject 1
Key Stages	n/a
Course aim	offsgsgffdfdd
Pre-course Information	
Objectives	ggsggd
Start Date	Saturday 28 November 2015

- To print out the details of an event, click on the 'Print course' button.
- To save the details of an event to the Saved events section of your My Account area, click on the 'Save event' button.
- If there are any documents attached to the event, you will see a button called 'Important Course Info' link on the View Details screen.

Code: OPL/15/004 Multi-Session **Event**

Book now course closing soon

offsgsgffdfdd

Session	Session Date	Session Time	Session Venue	Map
1	28 November 2015	09:00 - 09:30	WebBased Ltd	Map
2	29 November 2015	09:00 - 09:30	WebBased Ltd	Map

Places remaining: 11

Request a place
Full details
Print Course
Save Course
Important Course Info

- To see the attached document click on the link and a pop-up will appear where you can download the document



Important Course Info

- ▶ The following documents have been attached to the event you selected
- ▶ Click on the document to download to your computer

Event	Multi-Session Event
Venue	WebBased Ltd, 17 Rsch Way
Start date	Saturday 28 November 2015
Important Course Info	Test Doc1 (10KB) testing

[Back to Top](#)

Making a Booking

1. When you have found an event you would like to book on select 'Request a place.'

Code: OPL/15/004 Multi-Session Event

Book now course closing soon

dfifsgsgffafdd

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	28 November 2015	09:00 - 09:30	WebBased Ltd	<input type="button" value="Map"/>
2	29 November 2015	09:00 - 09:30	WebBased Ltd	<input type="button" value="Map"/>

Places remaining: 11

-
-
-
-
-

2. You will be taken to the Request a Place page where your details will already be complete.



Request a Place

[Full details](#) | [Print Course](#) | [Save Course](#) | [Important Course Info](#) | [Event List](#)

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

Course Title	Multi-Session Event (OPL/15/004)
Venue	WebBased Ltd, 17 Rsch Way Map
Start time and date	Saturday 28 November 2015
Your name	John Doe2
Your email address	cpd-test@support.webbased.co.uk
Your establishment	WebBased Ltd (Sch) *
Cost	£0
Special requirements	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>(eg access, dietary requirements)</small>

I have read and agree to the terms and conditions | [Terms and Conditions](#) | *

[Submit](#) | [Cancel](#)

- To read the booking terms and conditions click on the 'Terms and Conditions' link and a pop-up will appear. If you agree to these terms and conditions, tick the 'I have read and agree to the terms and conditions' box' and click 'Submit' to request a place on the event

I have read and agree to the terms and conditions | [Terms and Conditions](#) | *

- A confirmation message will be displayed. If your establishment requires booking authorisation, your Line Manager will be sent an email prompting them to authorise this booking.

Request a Place

▶ Your request reference number is: BRCPD/100013

▶ Thank you for booking your training with Oxfordshire CPD CPD Online. A confirmation email will be sent to you soon.

IMPORTANT - Please note: You will not be allocated a place on this course without your line manager's authorisation.

▶ [Back to event list](#)

- If your request for a place is authorised, the event contact for the event is notified (this will happen straight away if your establishment does not require booking authorisation).
- Once your Line Manager has approved your booking request an Administrator will need to confirm the booking. You will receive an email once your booking has been confirmed

[Back to Top](#)

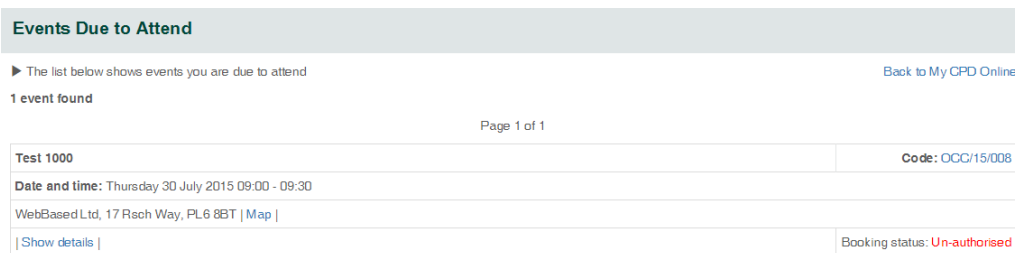
Courses due to attend



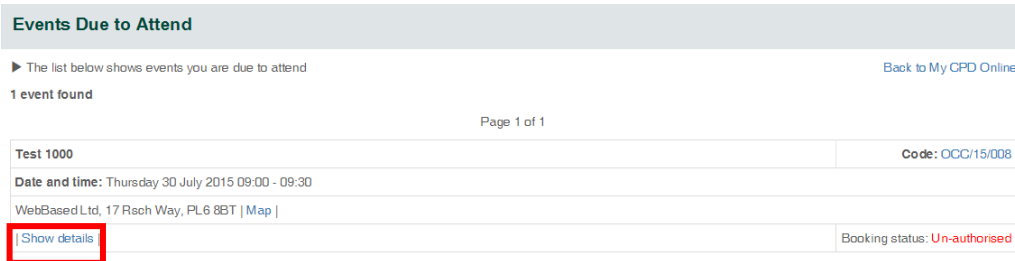
- To view events that you are due to attend and track the booking status, click on the 'Courses due to attend and booking status' link in your My Account area.



- This will display all courses you have requested to book onto, once the request has been authorised, and will show whether the booking has been confirmed or is still un-confirmed.



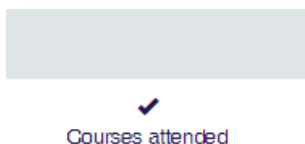
- From this page you can view the full details of the event by clicking on the 'Show details' link.



[Back to Top](#)

Events attended

- To view the events that you have attended, click on the 'Courses attended' link in your My Account area.



- From this page you can view the full details of the event by clicking on the 'Show details' link, download documents via the 'Download Documents link. You can also enter evaluations from events here and download certificates by clicking 'Download Certificate'.



Events Attended

► The list below shows events you have attended

[Back to My CPD Online](#)

2 events found

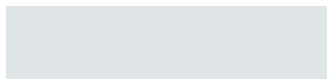
Page 1 of 1

Test 1	Code: OCC/15/003
Date and time: Tuesday 30 June 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Download Certificate Download documents View Evaluation	Booking status: Confirmed
Multiple Session Test	Code: OCC/15/006
Date and time: Wednesday 29 July 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Download documents Enter Evaluation	Booking status: Confirmed

[Back to Top](#)

Saved events

- To view the events that you have saved, click on the 'Saved courses' link in your My Account area.




Saved courses

- From this page you can view the full details of your saved events by clicking on the 'Show details' link. You can also request a place or remove the event from your saved events page.

Saved Events

► You have saved the following events

[Back to My CPD Online](#)

1 event found

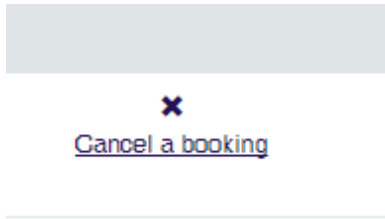
Page 1 of 1

Test 1000	Code: OCC/15/008
Date and time: Thursday 30 July 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Remove from saved events	

[Back to Top](#)

Cancelling a booking

- To cancel a booking, click on the 'Cancel a booking' link in your My Account area.



- On this page you are shown a list of bookings for upcoming events with the option to cancel a booking. To cancel a booking click on the 'Cancel booking' link.

Cancel Booking

▶ The list below shows events you are due to attend with the option to cancel [Back to My CPD Online](#)

1 event found Page 1 of 1

Test 1000	Code: OCC/15/008
Date and time: Thursday 30 July 2015 09:00 - 09:30	
WebBased Ltd, 17 Rsch Way, PL6 8BT Map	
Show details Cancel booking	Booking status: Un-authorised

- You will be prompted to supply a reason for the cancellation, this information will be sent to the Admin Contact. To view the cancellation policy click on the 'Cancellation Policy' link, if you agree to this click the tick box at the bottom of the cancel request page and click send.

Cancel Booking

Your name

Your establishment

Your e-mail Address

Your Telephone

Course Title

Course Start Date

Reason for Cancellation

I have read and agree to the cancellation policy | [Cancellation Policy](#)

- Your booking will not automatically be cancelled. The cancellation request will be sent to an Administrator to process and you will be notified when your booking has been fully cancelled

[Back to Top](#)