My CPD

My CPD is an online tool that has been developed by the IOP to help you plan, record, and reflect on your CPD. This guide outlines how to use the platform to effectively record your CPD.
1. On the homepage of beta.iop.org click on Log in to IOPConnect:

[Image of login page]

2. Enter your log in details. If you have forgotten your password, click on the ‘Don’t remember your password?’ option and follow the instructions. If you are still having issues then please contact the membership team on 0207 470 4800 or email membership@iop.org
3. Once you have logged in you will be greeted with a landing page. You now need to click on the red circle in the top right hand corner, which should contain the initial of your first name as circled below:

4. Once you have clicked on the red circle, the below menu will appear. You now need to click on the ‘Membership’ option as highlighted:
5. Once you have selected ‘Membership’ you will be taken to another page where you can find all your membership options. Scroll down the page until you reach ‘Career Development Hub (CDH)’. In order to access the CPD recording tool you need to go to the Career Development Hub by clicking the link circled below:

6. When you reach the Career Development Hub you will need to click on the ‘My CPD’ option in the menu bar at the top of the page, as circled below:

7. Once you have clicked on ‘My CPD’ you will be taken to a landing page which has various options including ‘Record your CPD’. Click on this.
8. To start recording your CPD, click on the + icon circled below. Then using the dropdown list, select ‘Record your CPD activity – [ENTER THE TITLE OF YOUR ACTIVITY]’ and replace the pre-filled wording with the title of your activity.

Use the box on the right-hand side to record prompts about the CPD activity you’ve undertaken. This is especially useful if you are in a hurry and wish to record your CPD activity at a later date. Remember to press ‘Add record’ to ensure your information is saved.

‘Optional – Set up email reminder’:
If you are in a hurry you can tick ‘optional - set up reminder’ to send you an email reminder to record your CPD.

When you are ready, click on ‘Add record’. You will then be asked to complete seven short questions. You don’t need to answer the questions in one sitting, you can return to these questions any time. However, you do need to answer all questions to complete your CPD record. If you do not click ‘Add record’, you will lose this CPD activity if you close down My CPD.
After completing each note remember to click ‘save’ otherwise your information will be lost.

Once evidence has been saved against all seven questions, the record will be marked as completed.

If you wish to review your report, click on the download icon circled on the left.

The section circled on the right lets you know the total number of records and how many are completed. If you’ve set a ‘reminder date’ you’ll be able to see how many of your records are overdue.

We hope you find the My CPD tool useful for your professional development. If you need any additional help, please contact registration@iop.org.