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 iop.org click on Log in to IOPConnect:

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 Your Membership option as highlighted:

Welcome,
Example Name

Bookmarks
Your homepage
Your membership

Log out
5. Once you have selected Your Membership click on 'Career Development Hub' as circled below:

![Welcome, Example Name](image)

**Bookmarks**
- Your homepage
- Your membership

**Membership**
- Access member services
- Career Development Hub
- Physics World
- Change of circumstances
- Pay subscription
- Code of conduct

6. You will enter the Career Development Hub, now click on the ‘My CPD’ option in the menu bar at the top of the page, as circled below:

![IOP Institute of Physics](image)

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.

![Record your CPD](image)
To start recording your CPD, click on the + icon circled below.

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.

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