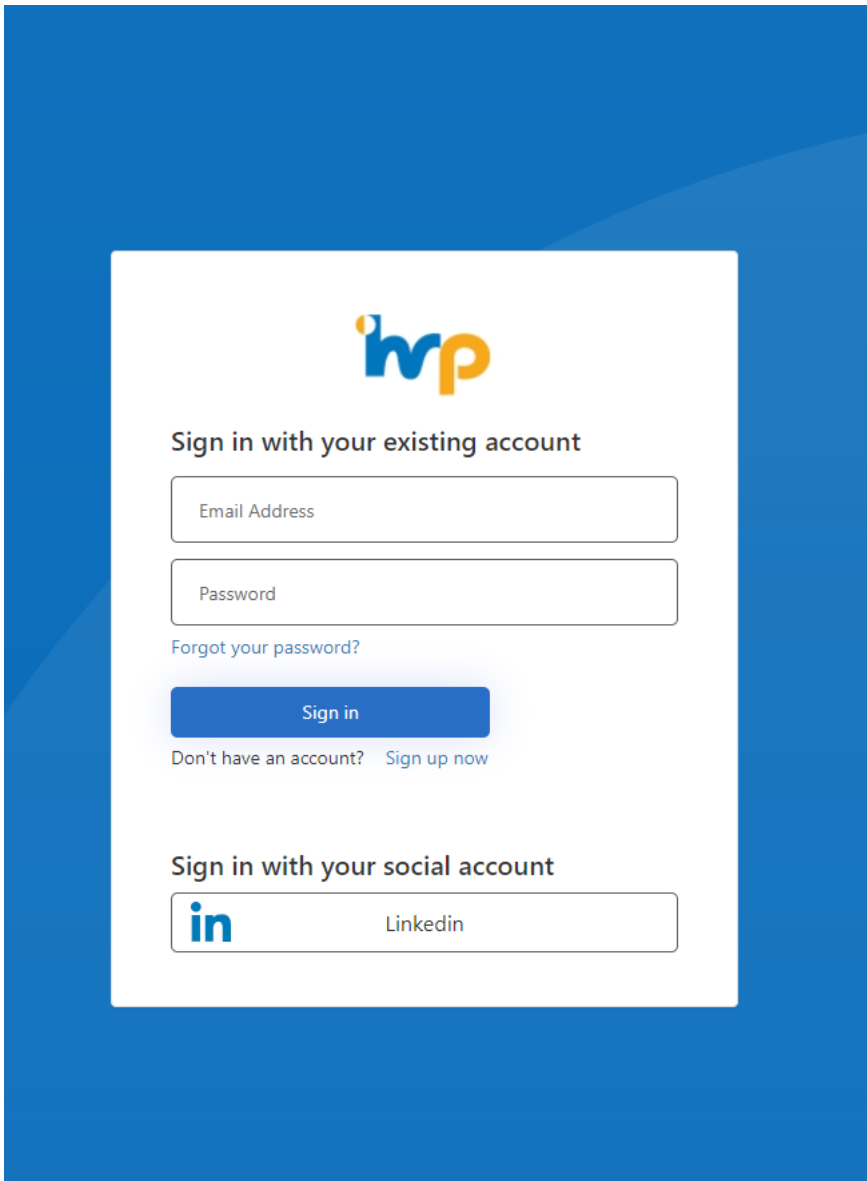


Step by step guide to using CPD Tracker on IHRP Portal





Step 1:
Log into IHRP Portal.

If you are having trouble logging in, you may refer to this [guide](#).

Note: the IHRP Portal is a different platform from IHRP Connect. For first time users, you may refer to the guide [here](#)

Welcome,
Your IHRP Dashboard is ready for you.

Total CPD Hrs:30/90
[View/Manage >](#)

Step 2:
Click on 'View/Manage'.

- [My Applications](#)
- [My Registrations](#)
- [Certifications/Badges](#)

Applications - Certification

Application No	Certificate Level	Type	Assessment Session	Payment Status	Status
	IHRP-CP	Recertification		Pending	Draft
	IHRP-CP	Recertification		Paid	Certified
	IHRP-CP	Recertification		Paid	Document Incomplete

Applications - Badges

Application No	Badge	Tier	Submitted Date	Payment Status	Status
There are no records to display.					

IHRP Products

- RATING 4 CERTIFICATION**
- SKILLS BADGE**
- BRIDGING**



- Profile
- Education Details
- Employment Details
- HR Related Education & Training
- Volunteer Details
- Individual Development Plan
- Skills and Interests
- CPD Details
- Supporting Documents

My CPD Hrs

IHRP Event Attendance	IHRP Survey Participation
0.00	0.00
Other CPD Activities	Converted IHRP Connect Points (Hours)
30.00	0.00
Total CPD Hours	
30.00	

CPD Activities

[Add](#)

CPD Type	Event/Activity Title	Date ↓	No. Of Hours	Status
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Here you will see your total CPD hours, including those that have been converted from IHRP Connect points (150 Connect points = 1 CPD hour)

Step 3:
Click on 'Add'

Create

CPD Type *

Webinar (IHRP) [x] [Q]

Event/Activity Title *

[1.25 CPD Hours, 1 April] IHRP-Aartha - ROI Methodology Case Study (Measuring th [x] [Q]

Date *

01/04/2021 [☰]

No Of Hours *

1.25

Event/Activity Reflections

Attach Supporting Documents

Choose files No file chosen

Submit

x

Step 4:
Fill in the details of your CPD activity.

CPD Type –select the most suitable one from the dropdown list

Event/Activity Title -

For IHRP organised events, you may find the title of the event by clicking on the **search icon**.

Note: for a partial search, insert a * before your search term e.g. “*HR Tech Talk” will give you a list of events with the word “HR Tech Talk” in it

For non-IHRP organised events, select ‘Details entered under event/activity reflection’ and enter name of event and other relevant details in the ‘Event/Activity Reflections’

Date – date of event.

No. of hours – do note that some CPD activities have a cap on number of hours. E.g.: Max 30 hours for Authoring Book. Please refer to [recertification handbook](#) for more details on the caps.

Attach supporting documents of proof. E.g. letter/email from organiser, post event “Thank you” email

Click Submit.