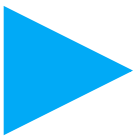


## How to

# Edit My CPD Plan



First ensure you are logged into the MyPSA portal and viewing your current CPD Plan



For instructions to login to the MyPSA portal you can view the "How to: Login to MyPSA portal" and "How to: Access My CPD Plans" videos

1

## How to

# Edit My CPD Plan

On your CPD summary page click on "Edit" in the menu above your CPD Plan

CPD Plan  
Jane Pharma - CPD Plan - 2019

Self Record CPD **Edit** Launch CPD Planning Tool

My Plan Goals

CPD Plan Name  
Jane Pharma - CPD Plan - 2019

I am an accredited pharmacist

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

CPD Plan Summary

Group 1 CPD Achieved

0.00

Group 2 CPD Achieved

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

CPD Activity Summary Report



CPD Plan Progress Report

2

## How to

# Edit My CPD Plan

A pop up screen will appear

My Plan Goals

\*CPD Plan Name  
Jane Pharma - CPD Plan - 2019

I am an accredited pharmacist

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

CPD Plan Summary

Group 1 CPD Achieved  
0.00

Group 2 CPD Achieved  
0.00

Group 3 CPD Achieved  
0.00

Total CPD Credits Achieved  
0.00

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

Cancel Save & New Save

3

## How to

# Edit My CPD Plan

In this screen you can:

Edit  
My Plan Goals



My Plan Goals

\*CPD Plan Name  
Jane Pharma - CPD Plan - 2019

I am an accredited pharmacist

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

CPD Plan Summary

Group 1 CPD Achieved  
0.00

Group 2 CPD Achieved  
0.00

Group 3 CPD Achieved  
0.00

Total CPD Credits Achieved  
0.00

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

Cancel Save & New Save

4

## How to

# Edit My CPD Plan

In this screen you can:

Edit  
CPD Plan Name

My Plan Goals

\*CPD Plan Name  
Jane Pharma - CPD Plan - 2019

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

CPD Plan Summary

Group 1 CPD Achieved  
0.00

Group 2 CPD Achieved  
0.00

Group 3 CPD Achieved  
0.00

Total CPD Credits Achieved  
0.00

Cancel Save & New Save

5

## How to

# Edit My CPD Plan

In this screen you can:

Select if  
applicable  
"I am an  
accredited  
pharmacist"

My Plan Goals

\*CPD Plan Name  
Jane Pharma - CPD Plan - 2019

Current CPD Plan

User  
Jane Pharma

Record Type  
Active CPD Planner

Plan Year  
2019

Start Date  
1/10/2018

End Date  
30/09/2019

CPD Plan Summary

Group 1 CPD Achieved  
0.00

Group 2 CPD Achieved  
0.00

Group 3 CPD Achieved  
0.00

Total CPD Credits Achieved  
0.00

Cancel Save & New Save

6

# How to

# Edit My CPD Plan

When finished editing click "Save"

My Plan Goals

CPD Plan Name: Jane Pharma - CPD Plan - 2019

I am an accredited pharmacist

Plan Year: 2019

Start Date: 1/10/2018

End Date: 30/09/2019

CPD Plan Summary

Group 1 CPD Achieved: 0.00

Group 2 CPD Achieved: 0.00

Group 3 CPD Achieved: 0.00

Total CPD Credits Achieved: 0.00

Buttons: Cancel, Save & New, Save

# How to

# Edit My CPD Plan

Any changes you have made will be reflected in the summary page

CPD Plan: Jane Pharma - CPD Plan - 2019 - Update

Buttons: Self Record CPD, Edit, Launch CPD Planning Tool

My Plan Goals: Updates for 2019

CPD Plan Name: Jane Pharma - CPD Plan - 2019 - Update

I am an accredited pharmacist

Plan Year: 2019

Start Date: 1/10/2018

End Date: 30/09/2019

CPD Plan Summary

Group 1 CPD Achieved: 0.00

Group 2 CPD Achieved: 0.00

CPD Activity Summary Report

Category	Count
Under Review	1
Not Started	0
In Progress	0
Planned	8
Complete	0
Total	9

CPD Plan Progress Report

Activity	Start Date	End Date	Status