



Integra Schools CPD Online General User Quick Start Guide

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Access the Site

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

The screenshot shows the homepage of the South Gloucestershire CPD Online website. At the top, there is a navigation bar with links: Home, My CPD Online, Print Events, Conference Programme, Book / Find an Event, and STS Website. Below this is a main content area with a 'Welcome to South Gloucestershire CPD Online' message and a 'News' section stating 'There are no current news items'. On the left side, there is a 'Log on to CPD Online' box with fields for Username and Password, an 'Enter' button, and links for 'New User' and 'Forgotten Password'. Below the login box is a 'Follow @sgststraining' button and a 'Tweets' section featuring a tweet from Christine Wright (@goodancher) about a concert. On the right side, there is a 'Search Events' box with a search bar and a dropdown menu for 'Event Type' set to 'All Events'. Below the search box is an 'Event Calendar' for August 2013, showing a grid of dates from 1 to 31. At the bottom of the page, there is a footer with copyright information for South Gloucestershire © 2013 and links to 'Terms & Conditions', 'Cancellation Policy', 'Privacy and Cookie Policy', and 'Contact Us'. The South Gloucestershire Council logo is also present.

2. On the left hand side of the page is a logon box, type in your username and password into the 'Log on to CPD Online' box and then either press enter on your keyboard or select 'Enter' on the page.

A close-up of the 'Log on to CPD Online' login box. It features a title bar with the text 'Log on to CPD Online'. Below the title bar are two input fields: 'Username' and 'Password'. Underneath the password field is a blue button with a play icon and the text 'Enter'. Below the 'Enter' button are two links: 'New User' and 'Forgotten Password', each preceded by a right-pointing arrow.

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New user?

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

1. Click the 'New User' link in the Logon box.

A close-up of the 'Log on to CPD Online' login box, similar to the one above. A mouse cursor is pointing at the 'New User' link, which is the first of two links below the 'Enter' button.



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 *

Role *

Local Authority *

Establishment *
or I am registering with my home address

Department *

Email address *

Telephone number *

Special requirements
(Please leave blank if not applicable)

(e.g. access)

Dietary requirements
(Please leave blank if not applicable)

Username *

Password *
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.

Confirm password *

Enter the code exactly as you see it in the image

Type the two words

[Privacy & Terms](#)

3. 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 STS Training will be in touch to add your establishment. Alternatively please call them on 01454 863183. Once the establishment has been added and your account linked to it you can then make bookings.

4. You will then be taken to step 2 page of the new user registration process where you can select whether to receive event alert emails and for which types of event.

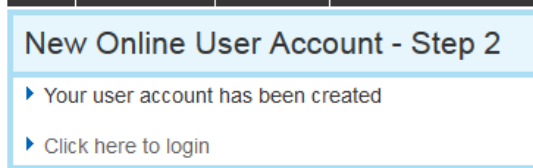
New Online User Account - Step 2

▶ South Gloucestershire CPD Online can keep you up to date with new events as they are added. Complete the form below to indicate all of your areas of interest. It is possible to select multiple boxes in each section.

Your name	Jane Smith	
Subjects	<input type="checkbox"/> Art & Design <input type="checkbox"/> Biology <input type="checkbox"/> Careers Education & Guidance <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Ethnic Minority Achievement <input type="checkbox"/> Food Safety <input type="checkbox"/> Governance <input type="checkbox"/> History <input type="checkbox"/> Languages <input type="checkbox"/> Mathematics / Numeracy <input type="checkbox"/> Personal, Social & Health Education <input type="checkbox"/> Physical Education & Sport <input type="checkbox"/> Psychology <input type="checkbox"/> Science	<input type="checkbox"/> Assessment & Data <input type="checkbox"/> Business Administration & Finance <input type="checkbox"/> Chemistry <input type="checkbox"/> Design & Technology <input type="checkbox"/> English / Literacy <input type="checkbox"/> First Aid <input type="checkbox"/> Geography <input type="checkbox"/> Healthier Foods & Special Diets <input type="checkbox"/> ICT / Computer Science <input type="checkbox"/> LP subject <input type="checkbox"/> Music <input type="checkbox"/> Photography <input type="checkbox"/> Physics <input type="checkbox"/> Religious Education <input type="checkbox"/> Teaching & Learning



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



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

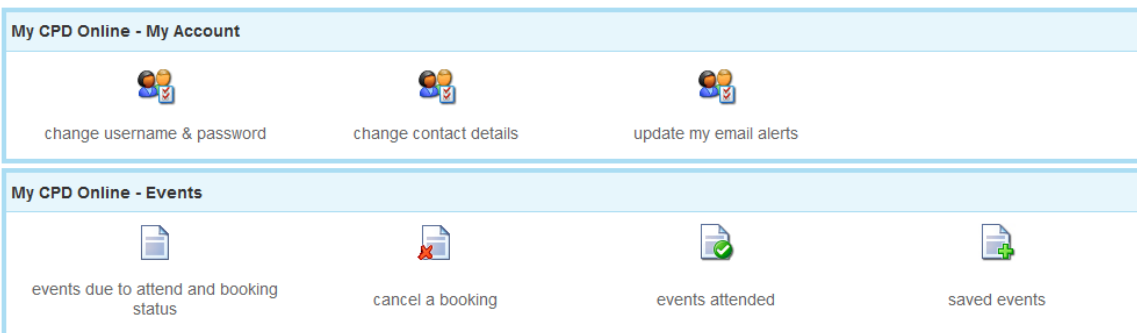
[Back to Top](#)

Managing your account in 'My CPD Online'

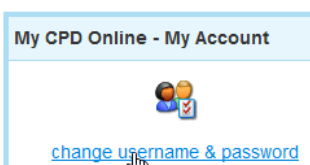
1. When you are logged in you will have access to 'My CPD Online' within the top menu tabs. This is where you can manage your account and track event bookings you have made.



My CPD Online



2. Within 'My CPD Online' you can:
 - Change contact details, username/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 username & password' in 'My CPD Online'





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 'update your email 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.



[update my email alerts](#)

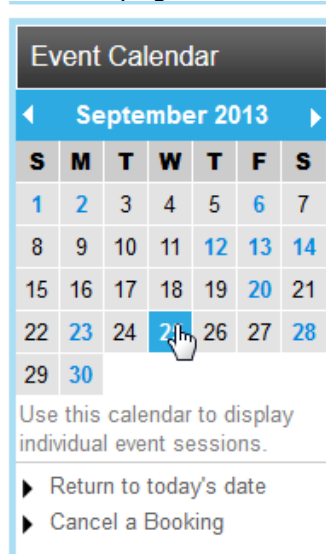
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Searching for Events

1. To search for events, click on 'Book / Find an Event' 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



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 Search Events page.

Search Events

Keyword(s) Event Code

Starts during or after

Event Categories

- All Categories
- Best Practice Fora
- EYFS / Primary
- Leadership & Management
- LP category
- NQT / Early Career / Returning to Teaching
- Secondary
- Special Educational Needs, Disabilities, Inclusion & Behaviour
- Support and Administration
- Teaching, Learning & Curriculum

Subject Target Audience

[▶ Search](#)

Event Calendar

← August 2013 →

S	M	T	W	T	F	S
				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	31

Use this calendar to display individual event sessions.

▶ Cancel a Booking

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.

Special Educational Needs in SIMS.Net

Course Code: ADC/13/178

Session	Session Date	Session Time	Session Venue	Map
Session 1	Thursday 12 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 2	Friday 13 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 3	Saturday 14 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map

[▶ Request a place](#)

[▶ Full details](#)

[▶ Print event](#)

[▶ Save event](#)

[▶ Additional document\(s\)](#)



- 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 | Full details | Print event | Save event | Event list

1 attached document

Special Educational Needs in SIMS.Net

Event Code	ADC/13/178
Event type	Accredited Training / Briefing
Event Description	IEP Writer is an additional module that can be purchased allowing any IEPs written by the SENCO to be shared by all in the school through SIMS. You will learn to: get started and navigating through SIMS.net; add/edit student SEN information; link adults and agencies managing students with statements; report on SEN details; send SEN messages. Teacher's Desktop and IEP writer will be offered as demos only. A basic level of SIMS knowledge will be required for delegates attending this course.
Aims	Aims
Facilitator	Rachel Green
Subjects	Assessment & Data / Careers Education & Guidance / Dance
Categories	Leadership & Management / Secondary / Teaching, Learning & Curriculum
Interests	Coaching & Mentoring
Target Audience	Community Coach
Admin contact	Richard Clarke (cpd-test@support.webbased.co.uk)
Event costs	£0.00

Session	Session Date	Session Time	Session Venue	Map
Session 1	Thursday 12 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 2	Friday 13 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 3	Saturday 14 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map

- To print out the details of an event, click on the 'Print event' button.
- To save the details of an event to the Saved events section of your My CPD Online area, click on the 'Save event' button.
- If there are any documents attached to the event, you will see an additional documents icon and a 'x attached document(s)' link on the View Details screen.

Special Educational Needs in SIMS.Net

Course Code: ADC/13/178

Session	Session Date	Session Time	Session Venue	Map
Session 1	Thursday 12 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 2	Friday 13 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 3	Saturday 14 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map

Request a place
Full details
Print event
Save event
Additional document(s)



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

Attached Documents

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

Event	Special Educational Needs in SIMS.Net
Venue	South Gloucestershire Training Venue, 17 Research Way
Start date	Thursday 12 September 2013
Attached documents	Course Information (36KB) <div style="text-align: center; margin-top: 5px;"> Link </div>

▶ Close

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Making a Booking

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

Special Educational Needs in SIMS.Net

Course Code: ADC/13/178

Session	Session Date	Session Time	Session Venue	Map
Session 1	Thursday 12 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 2	Friday 13 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map
Session 3	Saturday 14 September 2013	09:00 - 12:30	South Gloucestershire Training Venue	Map

▶ Request a place
▶ Full details
▶ Print event
▶ Save event
▶ Additional document(s)

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

Request a Place

▶ Request a place
▶ Full details
▶ Print event
▶ Save event
▶ Event list

📎 1 attached document

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

Event Title	Special Educational Needs in SIMS.Net (ADC/13/178)
Venue	South Gloucestershire Training Venue, 17 Research Way, PL6 8BT Map
Start time and date	09:00 - 12:30 Thursday 12 September 2013
Your name	Laura Parker
Your email address	cpd-test@support.webbased.co.uk
Your Establishment	South Gloucestershire School
Cost	£ 50.00
Booking Requirements	<p style="color: red; font-size: small;">Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p> <p style="font-size: x-small;">(Please leave blank if not applicable)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<input type="checkbox"/> 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 CPD Leader will be sent an email prompting them to authorise this booking.

Request a Place

Request a place | Full details | Print event | Save event | Event list

1 attached document

▶ Your request reference number is: CPD/100126

▶ Thank you for booking your training with South Gloucestershire CPD Online. You will receive an email when your manager/CPD Leader has authorised or declined your request, if applicable. Successful applicants will receive a confirmation email at least 10 days in advance of the event.

▶ [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 CPD Leader has approved your booking request an Administrator will need to confirm the booking. You will receive an email once your booking has been confirmed

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Events due to attend

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

My CPD Online - Events



[events due to attend and booking status](#)

- 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.

Events due to attend	
Back to My CPD Online	
▶ The list of events below show events you are due to attend	
3 events found Page 1 of 1	
Special Educational Needs in SIMS.Net Date and time: Thursday 12 September 2013 09:00 - 12:30 South Gloucestershire Training Venue, 17 Research Way, PL6 8BT Map	Code: ADC/13/178 Booking status: Unauthorised
Show details Download documents Cancel booking	
Introduction to Gym Date and time: Monday 30 September 2013 09:00 - 13:30 South Gloucestershire Training Venue, 17 Research Way, PL6 8BT Map	Code: ADC/13/180 Booking status: Unauthorised
Show details Download documents Cancel booking	



- From this page you can view the full details of the event by clicking on the 'Show details' link, download attached documents by clicking on the 'Download documents' link, cancel the booking and check the status of the booking.

Special Educational Needs in SIMS.Net	Code: ADC/13/178
Date and time: Thursday 12 September 2013 09:00 - 12:30	
South Gloucestershire Training Venue, 17 Research Way, PL6 8BT Map	
Show details Download documents Cancel booking	Booking status: Unauthorised

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Events attended

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



[events attended](#)

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

Events attended	
<p>▶ The list of events below show events you have attended Back to My CPD Online </p> <p>1 event found</p> <p style="text-align: center;">Page 1 of 1</p>	
SIMS Event	Code: ADC/13/152
Date and time: Sunday 1 December 2013 09:00 - 09:30	
WebBased School, Research Way, PL6 8BT Map	
Show details	Booking status: Confirmed

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Saved events

- To view the events that you have saved, click on the 'saved events' link in your My CPD Online area.



[saved events](#)



- 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	
Back to My CPD Online	
▶ You have saved the following events	
1 event found	
Page 1 of 1	
CPD Event Day	Code: ADC/13/160
Date and time: Monday 2 September 2013 09:00 - 09:30	
WebBased School, Research Way, PL6 8BT Map	
Show details Request a place Remove from saved events	

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Canelling a booking

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



cancel a [booking](#)

- 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	
Back to My CPD Online	
▶ The list of events below show events you are due to attend with the option to cancel	
3 events found	
Page 1 of 1	
Special Educational Needs in SIMS.Net	Code: ADC/13/178
Date and time: Thursday 12 September 2013 09:00 - 12:30	
South Gloucestershire Training Venue, 17 Research Way, PL6 8BT Map	
Show details Download documents Cancel booking	Booking status: Unauthorised

- You will be prompted to supply a reason for the cancellation, this information will be sent to the Event 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 Request

Your name *

Your Establishment *

Your e-mail Address

Your Telephone

Event Title *

Event Start Date *

Reason for Cancellation

* You have 150 characters remaining for cancellation reason.

Enter the code exactly as you see it in the image

Then

classmate

Type the two words

reCAPTCHA™ stop spam. read books.

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

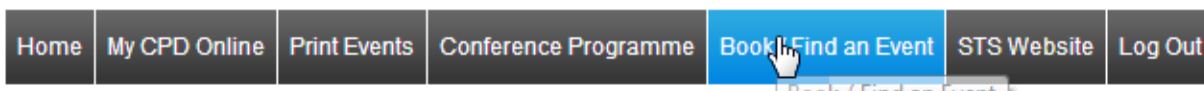
4. If you are unable to view the security code on screen click on the refresh icon to generate a new code
5. Your booking will not automatically be cancelled. The cancellation request will be sent to an Administrator to process and you will be notified when your booking has been fully cancelled

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Workshops

Adding a Booking to an Event as a User (Selecting Workshops)

1. Click on 'Book/Find an Event' on the top tabs, then search for the event you want using the filters at the top.



2. Once you have found the event you want click 'Request a place' on the right hand side.



Change Order Testing

This is a 3 session course with participation required on 1 workshop

test

Course Code: **ADC/14/439**

Session	Session Date	Session Time	Session Venue	Map
Session 1	Sunday 31 August 2014	09:05 - 10:55	WebBased	Map
Session 2	Monday 1 September 2014	09:05 - 10:55	WebBased	Map
Session 3	Tuesday 2 September 2014	09:05 - 10:55	WebBased	Map

[Request a place](#)

[Full details](#)

[Print event](#)

[Save event](#)

3. This will take you to the 'Request a Place' page as normal, fill this out and then click submit.
4. Then it will take you to the 'Workshops' page, here you can book yourself onto the workshop(s) that you want to do for the event, and the time slot in which you want to do each workshop.

Workshops for Finn Jenkins

Event: Change Order Testing (ADC/14/439)

Delegate Instructions: Please select one timeslot for each workshop. **At least 1 workshop must be selected.**

<p>Workshop 1 Sunday 31 August 2014</p> <p>Title tests</p> <p>Description tests</p> <p>Facilitator Lindsay Alden</p>	<p>Time Slots</p> <p><input type="checkbox"/> 09:05 - 10:00</p> <p><input type="checkbox"/> 10:05 - 10:30</p> <p><input type="checkbox"/> 10:35 - 11:00</p>
<p>Workshop 2 Monday 1 September 2014</p> <p>Title test</p> <p>Description test</p> <p>Facilitator Lindsay Alden</p>	<p>Time Slots</p> <p><input type="checkbox"/> 09:05 - 10:00</p> <p><input type="checkbox"/> 10:05 - 10:30</p> <p><input type="checkbox"/> 10:35 - 11:00</p>
<p>Workshop 3 Tuesday 2 September 2014</p> <p>Title tetsts</p> <p>Description test</p> <p>Facilitator Lindsay Alden</p>	<p>Time Slots</p> <p><input type="checkbox"/> 09:05 - 10:00</p> <p><input type="checkbox"/> 10:05 - 10:30</p> <p><input type="checkbox"/> 10:35 - 11:00</p>

[Finish](#)



5. Once you have picked the workshop(s) you are going to do for the event click 'Finish'. This will complete the request and will be either declined or authorised by an Administrator.

View and Change Workshop Choices as a User

1. To view and change workshop choices on an event as a user go into your 'My CPD Online' section and then click on 'events due to attend and booking status'.

My CPD Online

My CPD Online - My Account

- change username & password
- change contact details
- update my email alerts

My CPD Online - Events

- events due to attend and booking status
- cancel a booking
- events attended
- saved events

2. Next click the button 'Workshops' at the bottom.

Events due to attend

The list of events below show events you are due to attend | [Back to My CPD Online](#)

1 event found

Page 1 of 1

Change Order Testing	Code: ADC/14/439
Date and time: Sunday 31 August 2014 09:05 - 10:55	
Venue: WebBased, 17 Research Way, PL6 8BT Map	
Booking Establishment: WebBased	
Booking status: Unauthorised	

| [Show details](#) | [Cancel booking](#) | [Workshops\(3\)](#) |

3. This will take you to the 'Workshops' page and will show the workshops that you picked for that event and the time slots you picked. To change workshops or time slots, remove the existing time slot entries, then click on the tickbox that you want.



Workshops for Finn Jenkins	
Event: Change Order Testing (ADC/14/439) Delegate Instructions: Please select one timeslot for each workshop. At least 1 workshop must be selected.	
Workshop 1 Sunday 31 August 2014 Title tests Description tests Facilitator Lindsay Alden	Time Slots <input checked="" type="checkbox"/> 09:05 - 10:00 <input type="checkbox"/> 10:05 - 10:30 <input type="checkbox"/> 10:35 - 11:00
Workshop 2 Monday 1 September 2014 Title test Description test Facilitator Lindsay Alden	Time Slots <input type="checkbox"/> 09:05 - 10:00 <input checked="" type="checkbox"/> 10:05 - 10:30 <input type="checkbox"/> 10:35 - 11:00
Workshop 3 Tuesday 2 September 2014 Title tetsts Description test Facilitator Lindsay Alden	Time Slots <input type="checkbox"/> 09:05 - 10:00 <input type="checkbox"/> 10:05 - 10:30 <input checked="" type="checkbox"/> 10:35 - 11:00
<input type="button" value="▶Finish"/>	

4. Once you have completed any changes that you wanted to make click the finish button at the bottom.

Deleting Workshop Bookings as a User

1. To delete workshops that you are due to attend as a user go into your 'My CPD Online' section, then click on the 'events due to attend and booking status' button.



My CPD Online

My CPD Online - My Account

change username & password change contact details update my email alerts

My CPD Online - Events

[events due to attend and booking status](#) cancel a booking events attended saved events

2. Then click on the button 'Workshops' underneath the event.

Events due to attend

[Back to My CPD Online](#)

▶ The list of events below show events you are due to attend

1 event found

Page 1 of 1

Change Order Testing	Code: ADC/14/439
Date and time: Sunday 31 August 2014 09:05 - 10:55	
Venue: WebBased, 17 Research Way, PL6 8BT Map	Booking Establishment: WebBased
Show details Cancel booking Workshops(3) Booking status: Unconfirmed	

3. This takes you to the 'Workshops' page, here you can delete workshops that you do not want to attend anymore by clicking on tickboxes that are already ticked this means you have no ticks in any of the timeslots for a workshop. This means you are not attending that workshop. Once you have completed any changes click finish.



Workshops for Megan Jenkins

Event: Change Order Testing (ADC/14/439)

Delegate Instructions: Please select one timeslot for each workshop. At least 1 workshop must be selected.

Workshop 1	Sunday 31 August 2014	Time Slots	<input checked="" type="checkbox"/> 09:05 - 10:00
Title	tests		<input type="checkbox"/> 10:05 - 10:30
Description	tests		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		
Workshop 2	Monday 1 September 2014	Time Slots	<input checked="" type="checkbox"/> 09:05 - 10:00
Title	test		<input type="checkbox"/> 10:05 - 10:30
Description	test		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		
Workshop 3	Tuesday 2 September 2014	Time Slots	<input type="checkbox"/> 09:05 - 10:00
Title	tetsts		<input checked="" type="checkbox"/> 10:05 - 10:30
Description	test		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		

[▶Finish](#)