



## Why is My CPD point not showing on My Dashboard?

- It's missing information.
- The record is not complete yet
- **YOU** need to add your learnings from the event to the record.

**ALUCA**  
EDUCATE  
DEVELOP  
CONNECT

# My CPD

## STEP ONE

- Log in
- Open My CPD LogBook
- Click on the date, this will open up the activity

Portal - Active CPD Earned

Create

Date Awarded	CPD Activity Type	Hours	Activity Description	Audit Status	Created On
22/09/2021	ALUCA webinar	1.00	Peace of Mind in Turbulent Times: How to Survive COVID, Kids and Claims	Not Audited	22/09/2021 2:58 PM
09/09/2021	ALUCA regulatory/webinar	5.00	Mandatory Webinar	Not Audited	14/09/2021 12:26 PM
12/08/2021	ALUCA webinar	1.00	The Health Benefits of Good Work	Not Audited	13/08/2021 11:52 AM
28/07/2021	ALUCA webinar	1.00	CMG Claims Automation & Global	Not Audited	28/07/2021 2:41 PM

## View My CPD Details

### Details

Activity Date \*

22/09/2021

Activity Type \*

ALUCA webinar

Activity Description \*

INCLUDE: Title of event or activity and a brief description

Peace of Mind in Turbulent Times: How to Survive COVID, Kids and Claims

Activity Learning Outcome \*

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### CPD Hours and Allocation

Total Hours \*

1.00

Category

Hours spent for categories

Business, Technical and Specialist

Customer Care

1.00

Regulatory Compliance and Consumer Protection

Professionalism and Ethics

General

### Supporting Documents

Add files

New folder

There are no folders or files to display.

Update

Delete Record

### Activity Date

**Activity Description:**  
Name of the Event/Webinar

**Activity Learning Outcome**  
The record requires **YOU** to add your learnings from the event and is not complete until you do.

**CHECK**  
your Total hours match the category and amount

And **UPDATE**  
NOTE: You may need to wait 2mins for the system to generate the CPD and allocate to your Dashboard.