1. Below is the what CPD Online will look like with its new branding.



- 2. Select the appropriate services relevant to your role.
- 3. (A) When you select 'log in' you will automatically be taken to (B) The Education People's log in screen.

(A)







Login to The Education People	
an account yet, click Register to create one.	1 4
Your email address	
Q Your password	
Forgotten your password?	
Login	
Register	

- 4. **Click 'Register'**. If you already have an account with The Education People, you can simply enter your username and password. (Please note, this is NOT your CPD Online log in).
- 5. Please register your details using an individual school email address.

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Register with The Education People

Full name	
Job role	~
Email	
Phone (optional)	
Password	٢

- I agree to the Terms & Conditions
- I agree to the processing of my personal data entered on this form in order to create an account with The Education People.
- I would like to receive The Education People's enewsletters*
- I would like to receive communications about products and services from The Education People and their partner providers*

Register now

Register here and you will gain:

- Tailored views so you see what is most relevant to your organisation or job title
- Easy access to purchased downloads
- *Coming Soon!* Access to CPD Online via a single sign-on if you have already registered on that website



- 6. Once you have completed the registration process you will be taken back to The Education People log in screen. Enter your The Education People log in details email address and password. This will then re-direct you back to CPD online to merge both accounts.
- 7. Enter your existing CPD Online log in details. You only need to follow this new account and merge process once.

D account please enter your username and password bel
amy.raggett@kent.gov.uk
••••••
e a CPD account please click below to create an account.

Users should then use their The Education People log in (work email address and password) to access both sites. You will still be able to change your username and password via My Account on The Education People site and My CPD Online and continue to manage your CPD online employment details in CPD Online.

If you have any questions regarding your log in or your CPD Online account, please contact the CPD online help desk <u>kentcpdonline@kent.gov.uk</u>.

** If you are having problems with Internet Explorer, this will be because of your schools' internet security settings. Please contact your IT department in this instance. **

