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Trusted CPD Online[™]

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ONLINE CPD FOR THE BUILT ENVIRONMENT REGISTER ON THE SYSTEM



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Partnered with:



**Ethics Institute
of South Africa**

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INTRODUCTION

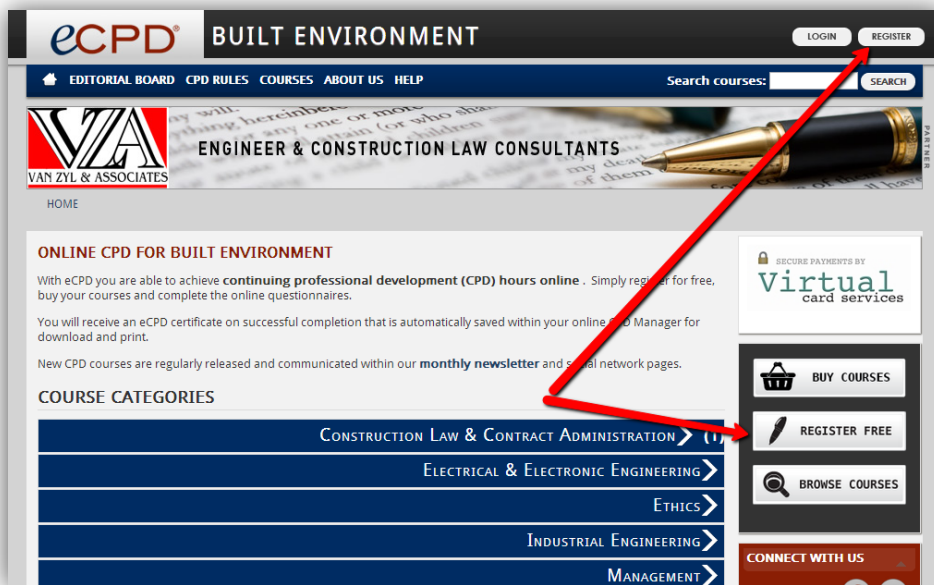
This document serves as a supporting document for users of the eCPD Built Environment website. Within this document there are steps to explain how to register on the system to create your own private profile.

HOW TO REGISTER

Please follow these steps to register on the system.

STEP 1

When viewing the front page of the system, click on the 'REGISTER' button in the top right-hand corner or the 'REGISTER FREE' button in the charcoal block at the right as indicated below:



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STEP 2

The registration form will open for you to fill in. All the fields marked in red are required fields to complete your registration on the system. Read the steps to follow carefully before beginning to fill in the form:

HOME > LOGIN > NEW ACCOUNT

Register for free, follow these easy steps:

1. Complete the form below – the red fields are compulsory.
2. On completion, an email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.

Keep your unique username and password safe and use it to access the CPD courses in the future.

Choose your username and password

The username can only contain lower case letters.

Username*

The password must have at least 8 characters

Password* Unmask

More details

Email address*

Email (again)*

First name*

Surname*

City/Town*

Country*

Personal Details

Title*

Year of birth*

Gender*

Billing Details

Postal Address Line 1*

Postal Address Line 2*

Postal Address Line 3

Postal Code* Please enter complete number, for example 0821234567

Mobile Phone*

VAT number

Profession Details

Primary Registration Listed Unlisted

Registration Body

Professional Registration or Institute

Profession

Speciality

Registration Number

Secondary Registration Listed Unlisted None

STEP 3

When you have completed the form click on 'CREATE MY NEW ACCOUNT' button:

Correspondence Details

Newsletter

Partner Information

There are required fields in this form marked*.

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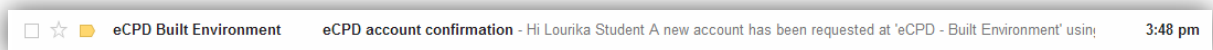
STEP 4

A new page will open notifying of an email that was sent to your inserted email address. It contains easy instructions to complete your registration. You can click on Page | 5 continue to return to the home page.



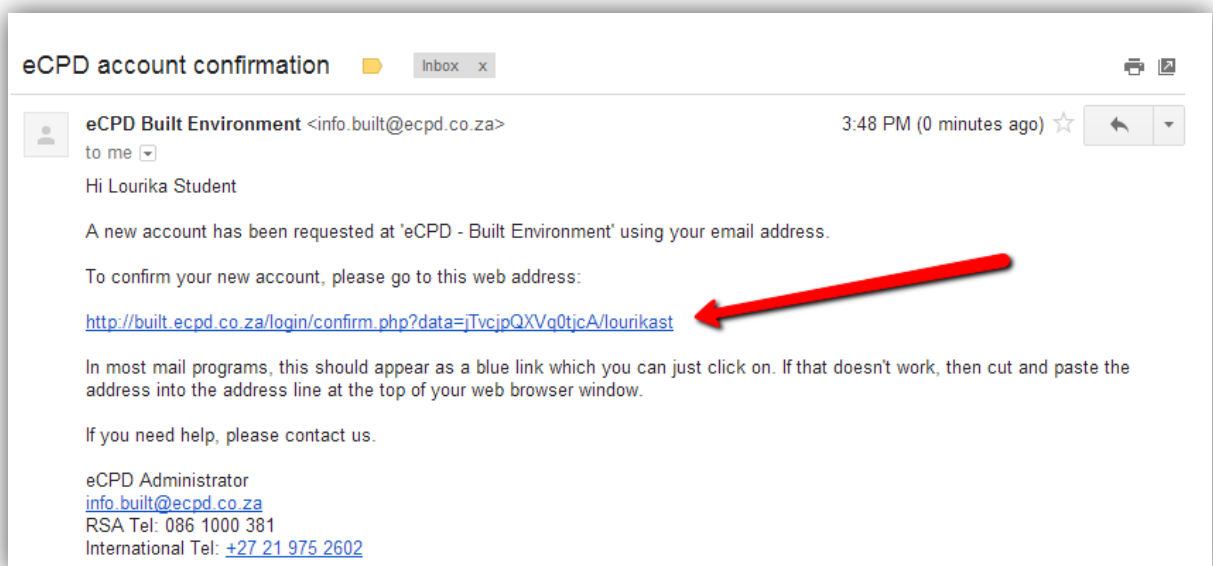
STEP 5

An email will be sent in your inbox. Open the email:



STEP 6

Click on the link within the email:

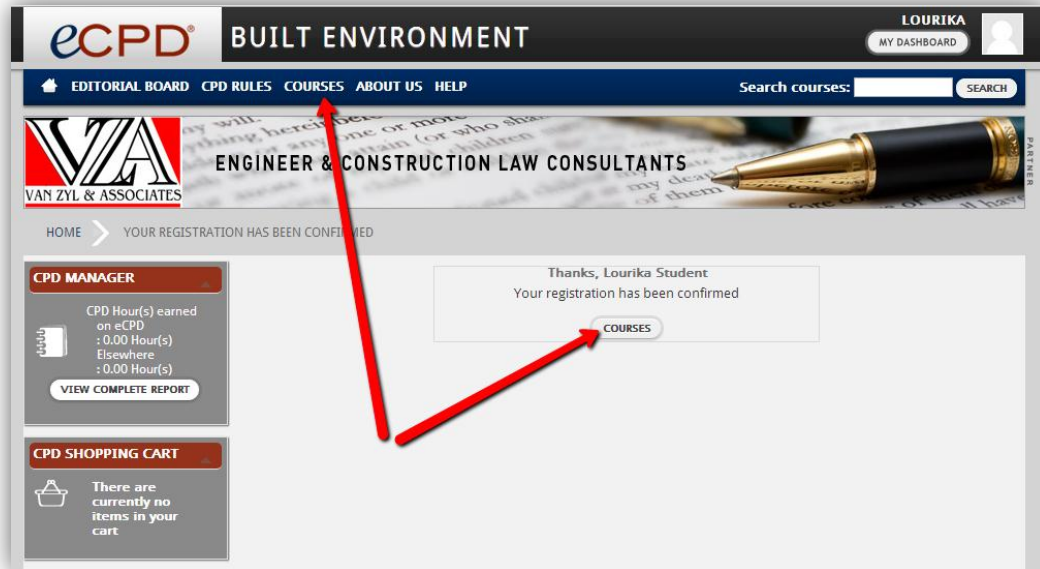


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STEP 7

Once you have clicked on the link in your email, the eCPD website will open again confirming your registration. You will be logged into the eCPD system automatically. You can click on the 'COURSES' button, the 'COURSES' menu tab or the 'BROWSE COURSES' button within the black block to browse courses on eCPD:



CONTACT US FOR ASSISTANCE

When you need assistance with registering on the system, please contact our office and we will gladly help you at 086 1000 381, +27 21 975 2602 or support.built@ecpd.co.za.

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