

The steps to follow are;

1. Login into your CPD Portfolio
2. Click '**Start New CPD Cycle**' (Located on the Navigation bar on the Left Hand side of the screen)
3. Click the '**Grant me an Extension**' button.
4. The screen page will automatically return to the '**Welcome to your CPD Portfolio**' page. In the '**Extension**' row you will see the following message: "*We extended your submission date. Please complete you CPD submission by March 31 2011*".

You are now able to complete editing your previous triennium entries, including completing the Evaluation and Final submission. You may also start your new 2011-2013 CPD triennium cycle when ready.

If you have already started your 2011-2013 CPD cycle without completing the previous triennium, the entries you have made **have not been lost**. They will be displayed once you have completed the 2008-2010 cycle and commenced your 2011 – 2013 cycle.

Please let me know if you have any queries, via CPD@anzca.edu.au or by contacting me directly on +61 3 8517 5323.

Thank you again for your patience and apologies for the inconvenience caused.