

NZOPA Education Portal User Instructions

This document explains how to access and navigate the NZOPA Education Portal, how to use the CPD Tracker to record CPD Activities and upload evidence, and how to access online education events. To learn about the requirements of the NZOPA CPD Program and the rules of compliance please refer to the NZOPA Member Resources tab: <https://www.aopa.org.au/member-resources/nzopa-member-documents>

How to log in to the NZOPA Education Portal

The NZOPA Education Portal is accessible via a link from the NZOPA website. Once this link is accessed, you will be prompted to Log In to the NZOPA Education Portal which is supported by the Australian Orthotic Prosthetic Association (AOPA).

You have been provided with a unique NZOPA Education Portal number. Your Portal number is your Username and you will create your own password. To establish your password, at the first time of Log In enter your Username (number) and then press the '*forgotten password*' link. An email will be sent to the email address associated with your NZOPA membership containing instructions to establish your password. If the '*forgotten password*' link does not work the first time, wait a few minutes and try again. You will be able to change your password after you have logged in. This same process can also be used if you have forgotten your password

Your NZOPA Education Portal at a glance

After you've logged in you will see your Control Centre to the bottom left hand side of the page. This menu allows you to manage your personal information, change your password, view your orders, view your events and access your CPD tracker. You are able to move between these areas at any time by selecting the appropriate button.

Across the top of the page you will see a range of tabs on the left hand side that are publicly accessible via the AOPA website. On the right hand side you will see three green tabs labelled '*Benefits*', '*Education*' and '*Member Resources*' which are accessible only to NZOPA members through the NZOPA Education Portal.

Understanding your Control Centre

What are 'My Orders?'

If you select the '*My Orders*' button from the menu on the left hand side, you will see a list of any purchases made by you through the NZOPA Education Portal. This might include registration for CPD events including the AOPA Congress or other short courses.

What are 'My Events?'

Selecting the 'My Events' button will show you a list of all past and future education events that you have registered with via the NZOPA Education Portal. These events are added automatically when you register online and are logged in. Therefore, this list will not include education events that are offered outside the NZOPA Education Portal, for example, a seminar or workshop conducted at your workplace.

Your CPD Tracker

The CPD Tracker is your personal CPD record. Selecting this button will show you a list of CPD events that have been completed by you, the date completed, and the category of activity and weighted points.

How are my CPD activities added to the CPD Tracker?

If you have registered for and attended an accredited event (e.g., AOPA webinar, NZOPA Congress) or an Accredited Event (e.g., supplier webinar) the CPD activity will be automatically entered into your CPD Tracker. Note, that to register for these types of events you will be required to log in to the NZOPA Education Portal as these education events are restricted to NZOPA members. To ensure your points are appropriately allocated, you must register for these events using the email address associated with your NZOPA membership.

For other events (such as self-directed learning or attendance at non-accredited events), you will need to manually enter the CPD activity within the CPD Tracker. To do this, select the 'Add Activity' button and then select the appropriate category and enter the details of your CPD event into the corresponding fields. Press 'Save' and you will see your CPD Tracker has been updated to include the new CPD activity. You can edit the details associated with these CPD activities via the 'edit' link. To find out more about the current CPD categories please read the NZOPA CPD Guidelines.

What is CPD Evidence?

The NZOPA CPD Program requires practitioners to maintain an ongoing evidence portfolio providing proof of their CPD Activities. A random sample of practitioners will be audited for compliance with the CPD program each year and if you are selected for audit you will be required to supply this evidence to NZOPA. The CPD Tracker allows you to record evidence of each CPD Activity at the time of entering the activity, storing it online for future reference. This feature is available for your own personal convenience and it is not mandatory to record your evidence in this way. To learn more about the types of acceptable evidence for each CPD Activity, refer to the NZOPA CPD Guidelines.

How do I upload my CPD Evidence?

You can upload evidence of your CPD Activity at the same time as entering the activity into your CPD Tracker or you can upload evidence at later date. Simply select the 'edit' button to the right of each CPD activity listed within your Tracker. After entering details of your CPD, within the 'Nominate

Evidence' section press the 'Now' button. Select *Evidence Form – Certificate Upload* and use the *Choose File* button to attach your evidence. Press *Save*. Currently the Tracker only allows one file to be loaded as evidence for each activity. If you have multiple pieces of evidence for an activity, we suggest combining these files into one PDF document for loading as combined evidence.

How do I download my CPD Certificate of Compliance?

After you've logged in you will see your Control Centre to the bottom left hand side of the page. In this menu select *My Memberships*. You will see your membership or access type in a table. If you have met your CPD requirements for the year, there will be a *Download Certificate* link within this table. Select this link to download and save your electronic certificate which formally states that you have met your CPD requirements for the year.

Where do I find more information about the CPD Program?

To learn about the NZOPA CPD Program and associated rules please read the NZOPA CPD Guidelines, available in the Member Resources tab: www.aopa.org.au/member-resources/nzopa-member-documents. Any questions about the CPD Program and associated rules should be directed to the NZOPA Executive president@nzopa.org.nz

How do I access online Education Events?

The NZOPA Education Portal provides you with access to all past and future AOPA webinars. Past webinars can be found in the *Member Resources* tab, under the link called *Presentations*. Future education events are listed in the AOPA National Education Calendar which can be found in the *Education* tab, then selecting the *National Education* tab. You can register for future webinars by selecting the *Events* tab from the left-hand side of the page, and then selecting *AOPA Webinars*. Clicking on the link *View event details* will allow you to register for these webinars. Please note that you will need to be logged in to register for the webinars and you must register using the email address associated with your NZOPA membership.