Education & Professional Development team

Your CPD Diary is in RCPCH ePortfolio, and on the risr/advance platform (formerly

Your CPD Diary timeline allows you to locate and edit existing events - you can search for events by keyword, or by event type, eg CPD Diary activity, Reflective note, etc., as well as by date occurred, date created, state (eg draft or private).

You can also 'create new' events from the CPD Diary timeline or by selecting the '+' button, top right of your screen.

Your dashboard looks different depending on the role you have selected. Use the blue arrow next to your role to change to another role dashboard if you wish.

The CPD Diary dashboard gives you another route to create new events and saved reports, upload documents and access the CPD Diary user guide and FAQs.

All documents you have uploaded are stored here. All CPD Diary documents from the old CPD Diary have been brought across as 'private'. If you upload new documents, they will be uploaded as 'shared' unless you make them private. Most CPD Diary users won't need to share their documents; this functionality is there for trainees and others wishing to share ePortfolio information with their superviso, etc. - so we recommend you make them private.

If you wish, you can organise your documents into different folders, or just leave them as a list.

If you create a PDP CPD (personal development plan for your CPD), any objectives you add to that PDP will appear in the Goals section.

From here, you can select any goal and link it to an existing or new event, to demonstrate that you have achieved the goal.

This is indicated by the bell at the top of your screen. If it is red, you have items pending.

All   (stored in the timeline) are 'shared' to allow them to appear

No, there is no app (that can be downloaded from an app store). But you   able to use RCPCH ePortfolio on your mobile device in a way that behaves like an app.

You can save a 'smart bookmark' to RCPCH ePortfolio on your device's home screen to easily access it. And, you can enable 'offline mode' so you can use it when you cannot access WiFi or a mobile network connection.

For instructions, download our user guide, [Adding the ePortfolio to your mobile device home screen guide](#) below.

continue to use the old CPD Diary web app (which has the RCPCH icon) to record your CPD if it's still on your phone. This app stopped working in May 2019 when the old CPD Diary was taken offline. Any records saved on it since May 2019 cannot transfer across to the new CPD Diary in ePortfolio and may be lost. We recommend uninstalling the app.

All those who have been CCT recommended to the GMC since July 2019 will have the CPD role automatically added to their ePortfolio accounts. If you CCT'd before this time and don't have a CPD Diary link in your Timeline and want to access the system. please email cpd@rcpch.ac.uk

If, as an existing CPD Diary user, you already have an ePortfolio account and RCPCH web account, we will not contact you directly to let you know the CPD Diary is live, we will instead put out messages via ePortfolio, the RCPCH website and social media. You can login to the CPD Diary in ePortfolio via the Quick Links menu of the RCPCH website.

If, as an existing CPD Diary user, you did not have a RCPCH website account, we have emailed you to explain how to create one and login.

If, as an existing CPD Diary user, you did not have a RCPCH number, we have created one for you and emailed you to explain what to do next.