

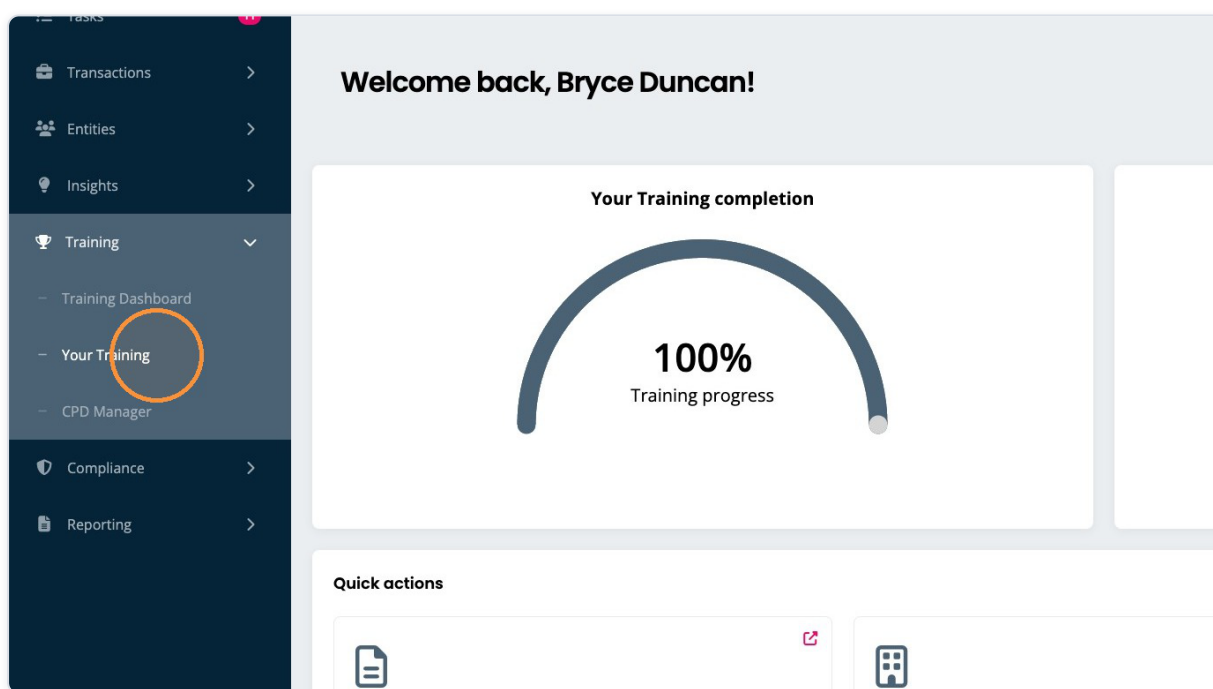
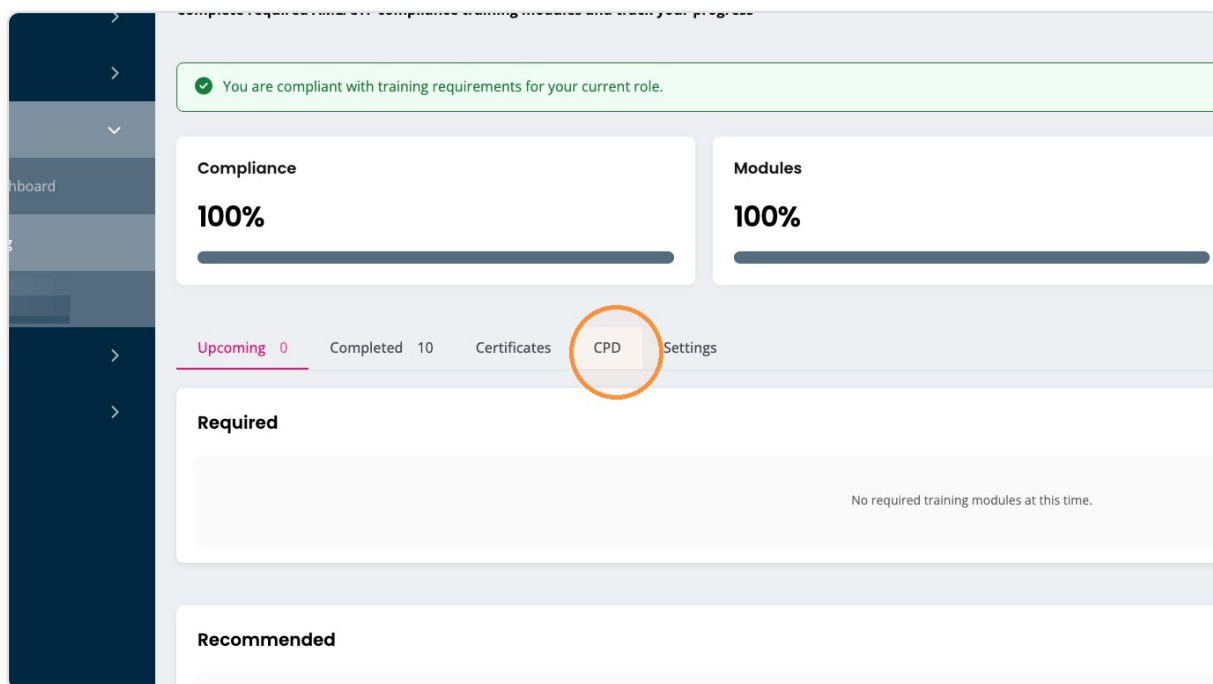
Setting Up Your Profile for CPD

TRN-02 · Version 1.1

easyAML training can count toward your Continuing Professional Development. Set your CPD state once, and completions are recorded against the right scheme.

OPEN TO START <https://app.easyaml.com/training>

- 1 From the dashboard, click **Your Training**, then open the **CPD** tab.



2 Click **Go to Profile Settings**.

The screenshot shows the 'Profile Settings' form. On the left is a dark blue sidebar with navigation links: Compliance, Reporting, Apps, and Account Settings. The main content area contains several input fields: 'Phone number' (with a dropdown for 'AU +61' and a text box for '04xx xxxx xxxx'), 'Location', 'Position / Job title', 'Company', 'State for CPD issue' (with a dropdown menu showing 'Select a state'), and 'Time zone' (with a dropdown showing 'Sydney (AEST/AEDT)'). An orange circle highlights the 'State for CPD issue' dropdown menu. At the bottom of the form, the word 'Appearance' is visible.

3 Select the **State** your CPD should be recorded in, then **Save Changes**.

The screenshot shows the 'Training Dashboard' with a sidebar on the left containing 'Your Training', 'Compliance', 'Reporting', and 'Apps'. The main area has two progress bars at the top, both at '100%'. Below them is a navigation bar with tabs: 'Upcoming 0', 'Completed 10', 'Certificates 14', 'CPD' (which is highlighted with a pink underline), and 'Settings'. A message box with a pink location pin icon says 'Set your state to view CPD offerings' and 'CPD requirements vary by Australian state. Please set your state in your profile so we can show you the right offerings.' Below this message is a link 'Go to Profile Settings ->' which is circled in orange.

4 Return to **Your Training** → **CPD** — your CPD view is now active and completions will accrue against your state's scheme.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/set-up-your-profile-for-cpd>
- **Video walkthrough:**
https://scribehow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Setup_your_profile_for_CPD__ac9199a5