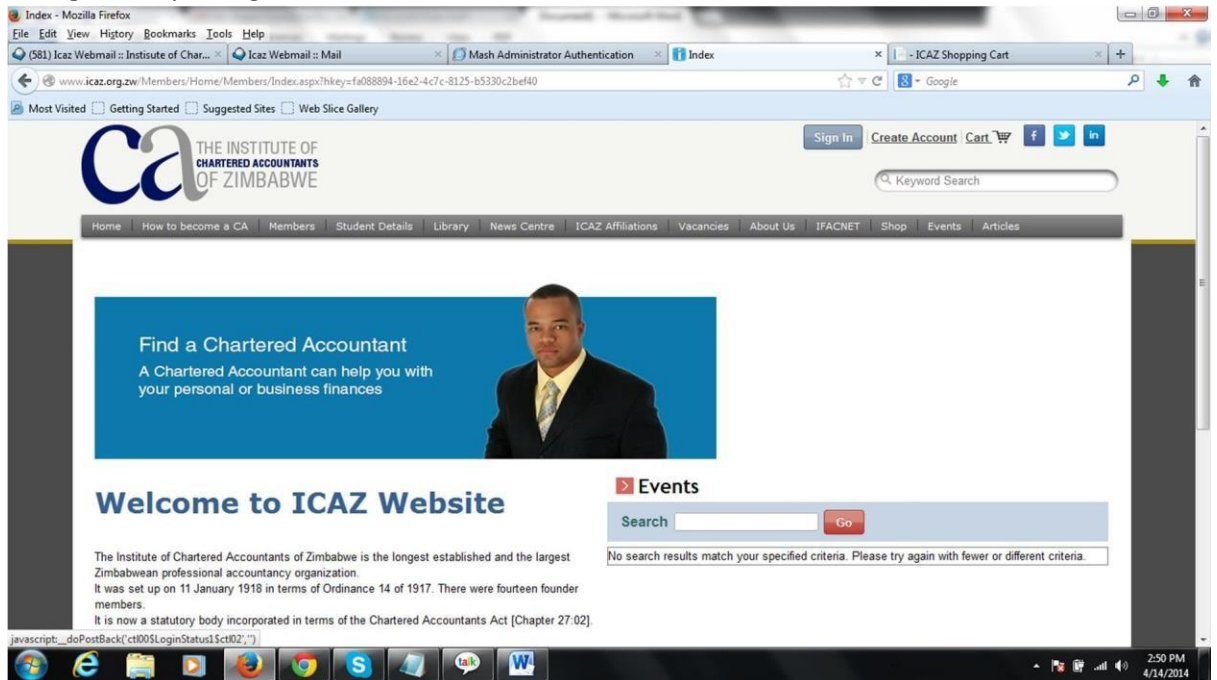
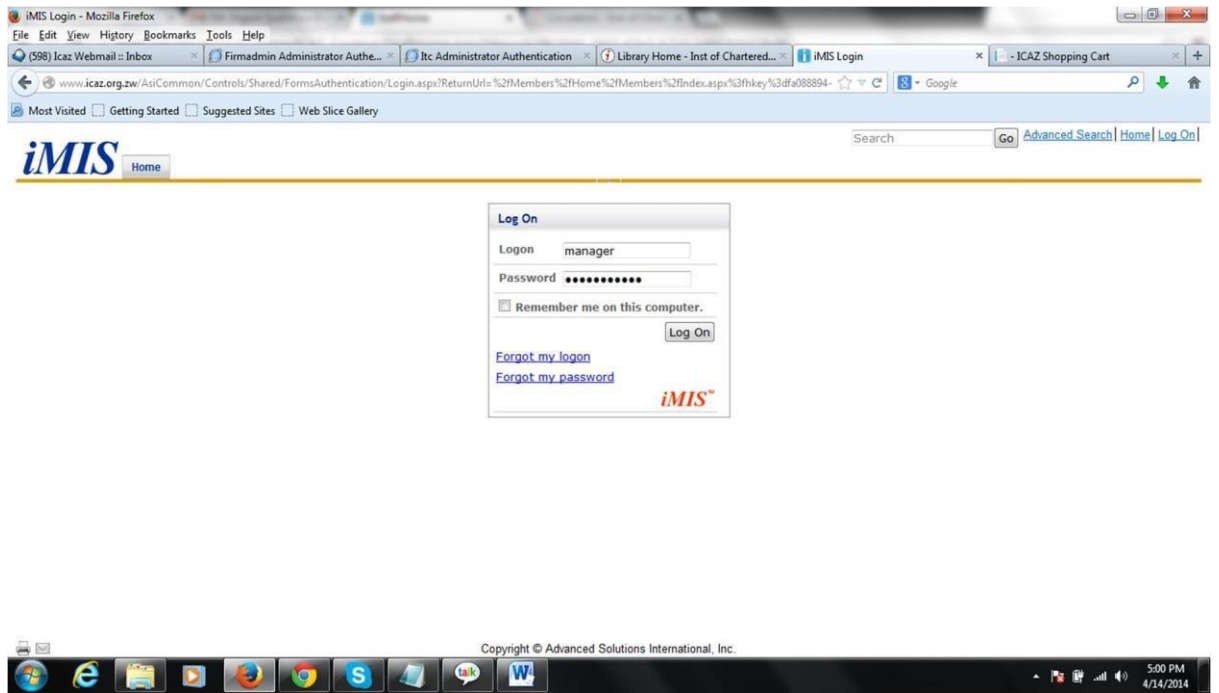


How login and update CPD

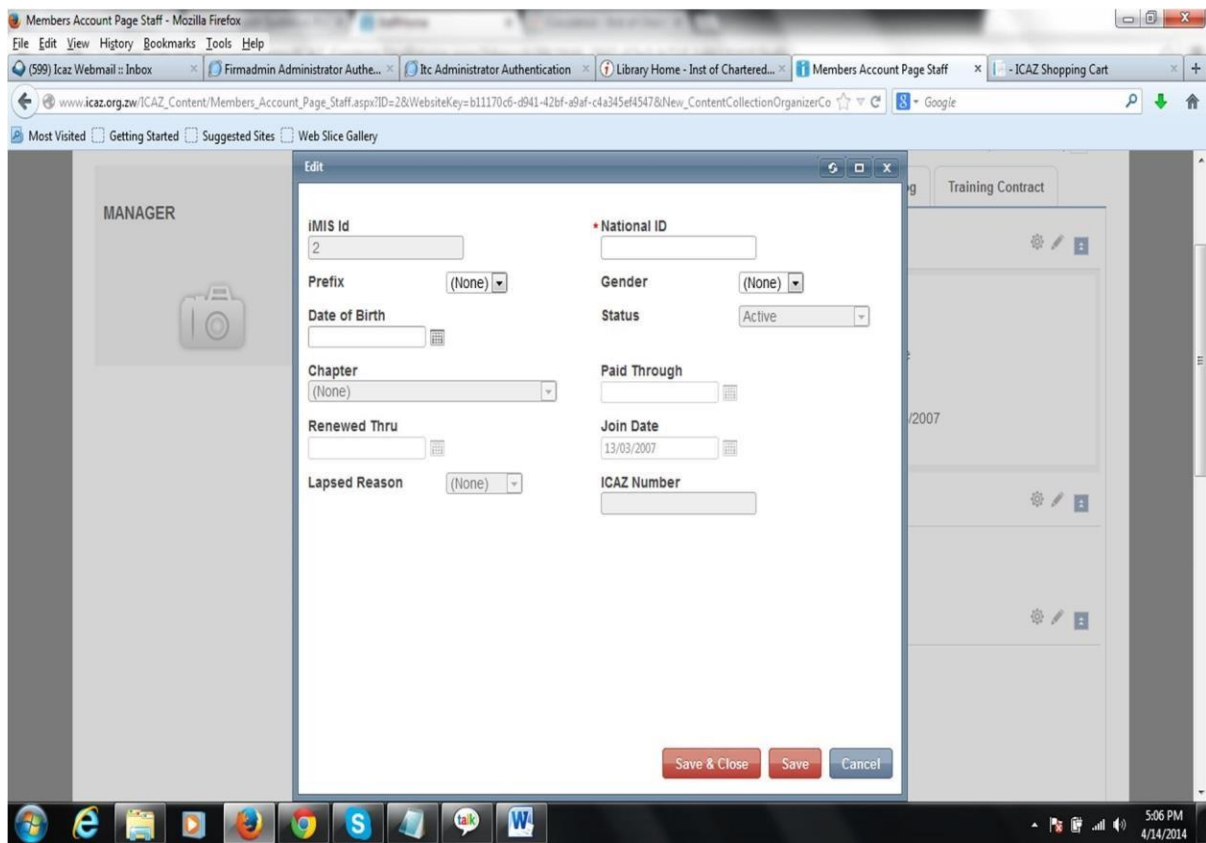
1. Open your Mozilla/ Google Chrome web browser
2. Type www.ica.org.zw and click go
3. Click **sign in** on your right



4. Sign In using the details emailed to you. If you have forgotten your username, email our I.T on majongwet@ica.org.zw in order to receive the new login details.



5. To edit your personal details click on the pencil then edit and save

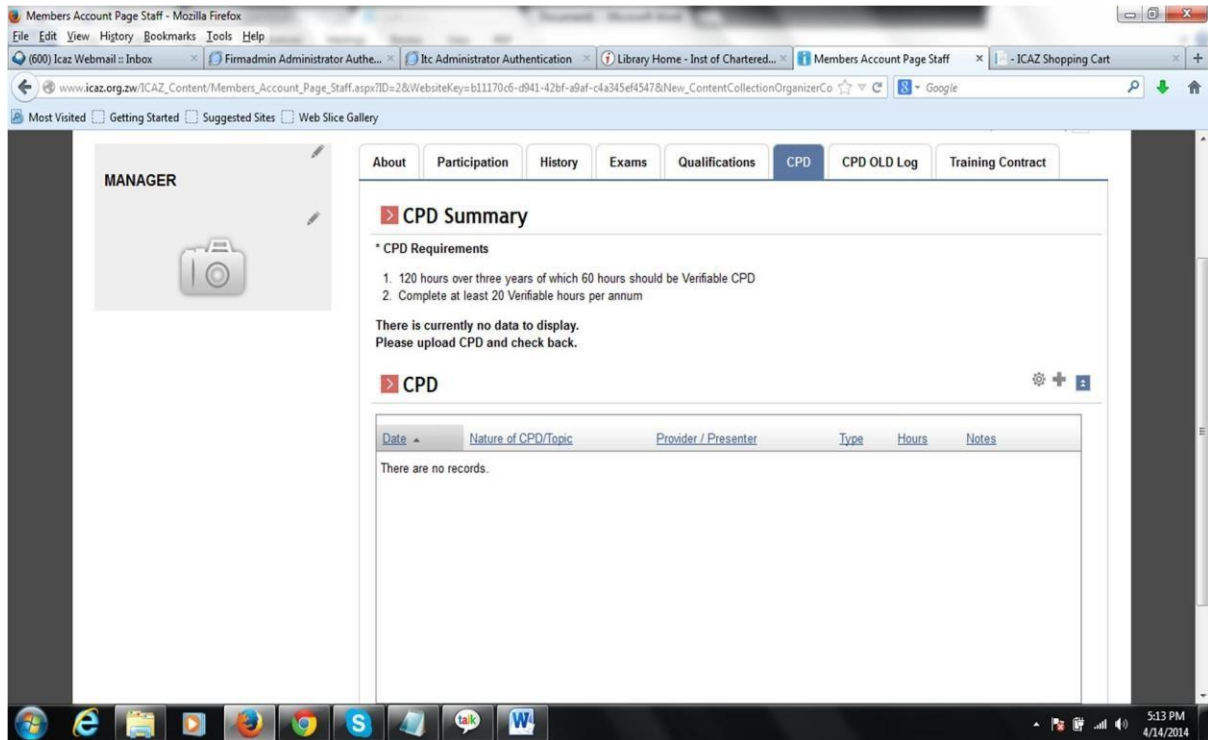


6. PARTICIPATION TAB shows your Current Billing, Chapters, Committees, Event Registration
7. OTHER TAPS ARE SELF EXPLANATORY

8. CPD

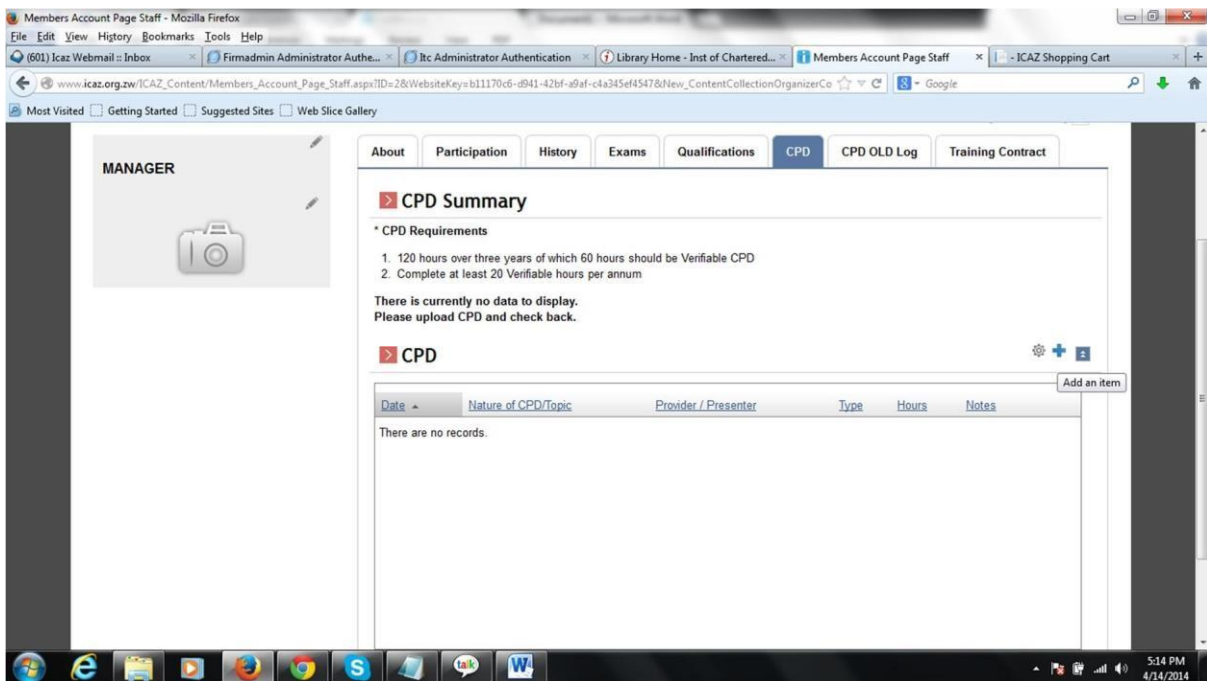
To update your CPD

a. Click CPD



The screenshot shows a web browser window displaying the ICAZ Members Account Page. The page has a navigation menu with tabs: About, Participation, History, Exams, Qualifications, CPD (selected), CPD OLD Log, and Training Contract. On the left, there is a 'MANAGER' profile section with a camera icon. The main content area is titled 'CPD Summary' and lists requirements: 1. 120 hours over three years of which 60 hours should be Verifiable CPD, 2. Complete at least 20 Verifiable hours per annum. Below this, it states 'There is currently no data to display. Please upload CPD and check back.' Underneath is a 'CPD' section with a table header: Date, Nature of CPD/Topic, Provider / Presenter, Type, Hours, Notes. The table is currently empty with the text 'There are no records.' To the right of the table is a '+ Add item' button.

b. Click the + sign to add your CPD records



This screenshot is identical to the one above, but the '+ Add item' button next to the CPD table is highlighted with a red box, indicating the next step in the process.

c. Enter your CPD with all the required fields

d. Save or save and close

e. You are done.

9. CPD OLD LOGS

Shows the old CPD from the old system. **Don't use it for your current CPD updates.**