



## User Guide for the online CPD course

### Step 1

Find your field /course and register

<https://cpd.oxfordce.co.uk/>

### Step 2

- See your email for username and password
- Check your spam /junk
- You should receive it from [cpd@oxfordce.co.uk](mailto:cpd@oxfordce.co.uk)
- Direct login link- <https://onlinecourse.oxfordce.co.uk/login>

### Step 3

- Click the links on the email and Log in
- Change your password
- If you cannot access it, click forgot password and a new link would send to your email.

### Step 4

Click data protection RED, terms and conditions RED, read and agreed to process

### Step 5

Click MY Learning

### Step 6

Click view content

### Step 7

Access Content

### Step 8

Begin Unit

### Step 9

Download Certificate

### Step 10

If you have any question, please click Support, and our support team will get back to you soon they can.

FAQs: <https://cpd.oxfordce.co.uk/faqs/>