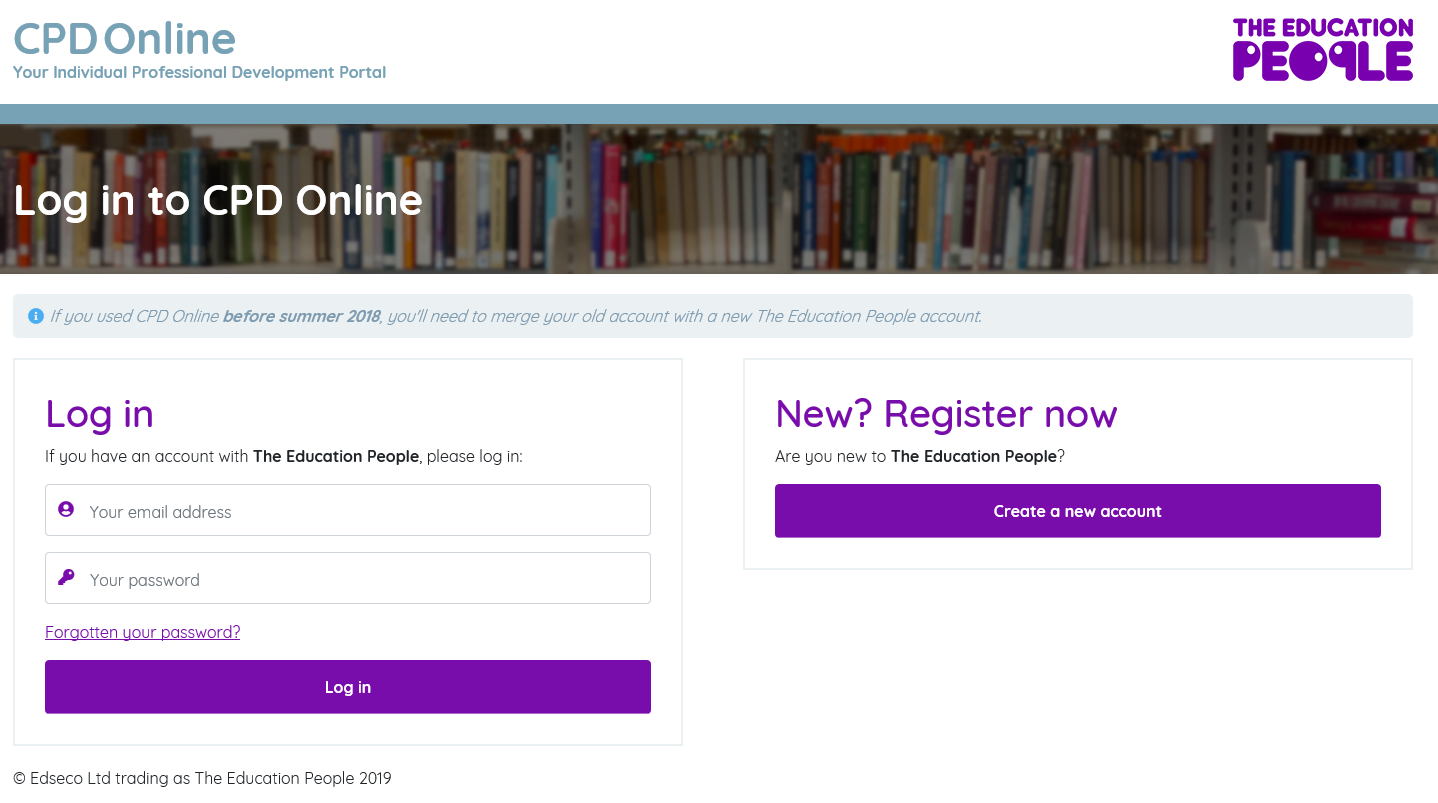
**How to set up an account on CPD Online and The Education People, merge and have one single sign on to both areas.**

To go to CPD Online [click here](https://cpdonline.theeducationpeople.org/cpd/default.asp?sid=)

From the home page, 

Click Login Here and you will be automatically taken to The Education People’s log in screen

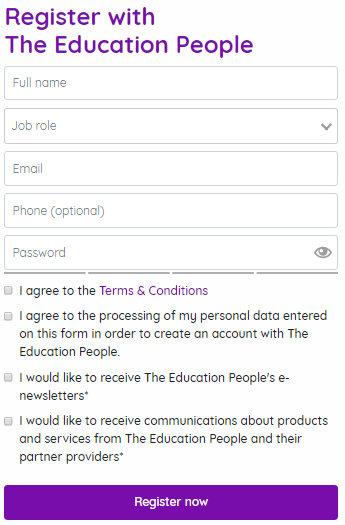




Click Create a new account

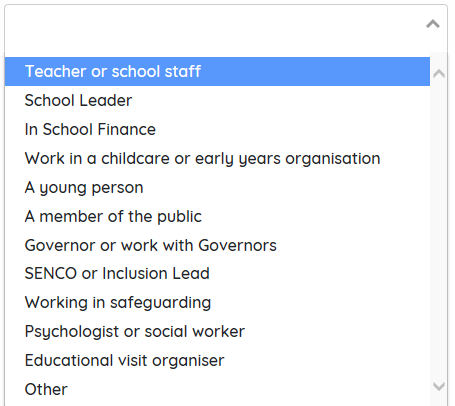


Complete the form (guidance shown below form)



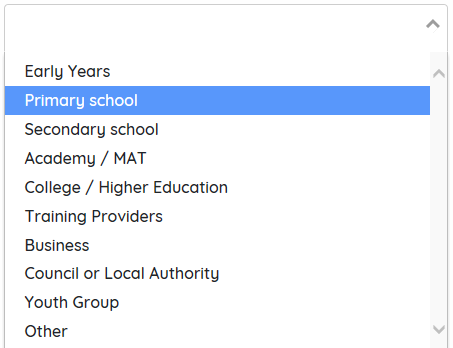


Under **Job role** click on Teacher or school staff:



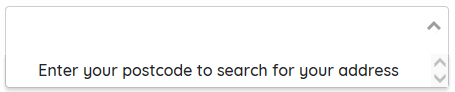


Under **Organisation Type** click on Primary School:





Under **School** type your school postcode

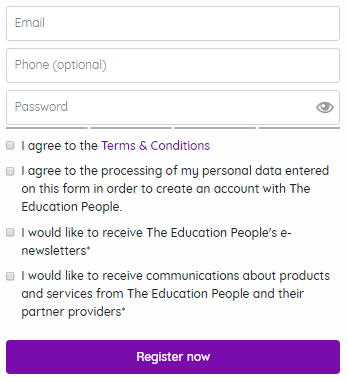


If the address does not show up, click on I can’t find my address and fill in your address details

Type your email address, phone number and create a password. Your password can be checked by clicking on the

Symbol and remember this is case sensitive.

Tick at least the top two statements and then on Register now



Once you have completed the registration process above, you will be taken back to home page to log in. Please enter your email address and password you have just created.

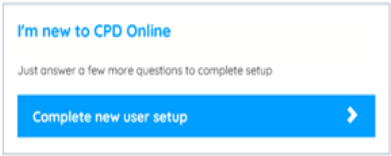
Once you have looged in, you will see the following screen:



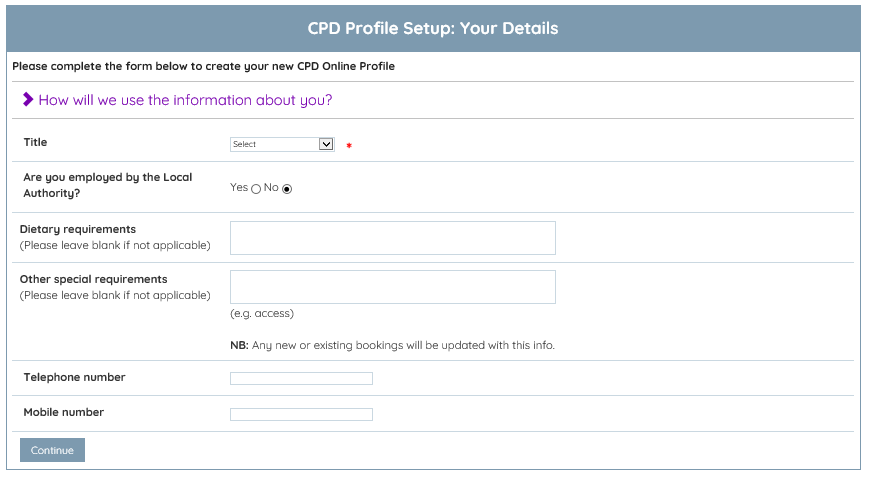
If you are competely new to CPD Online, click on



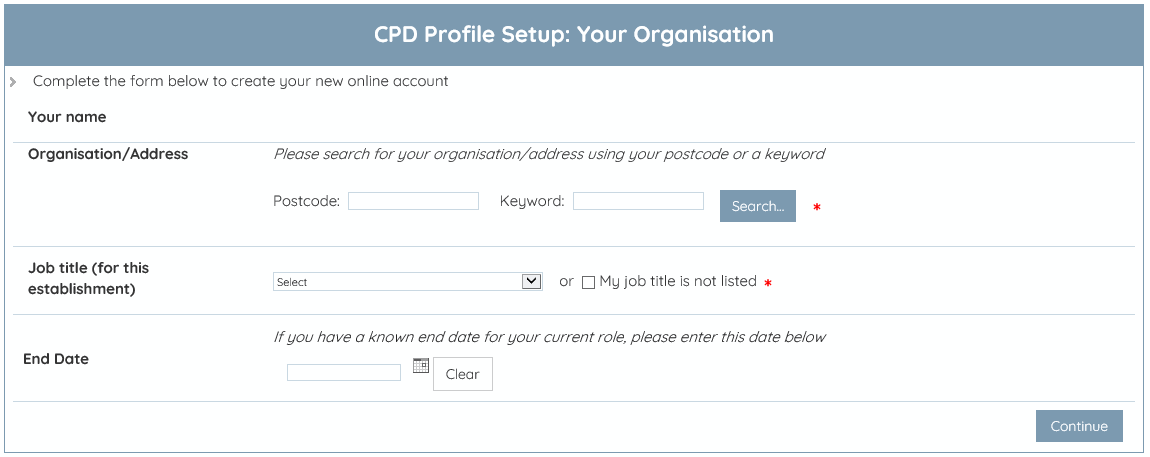
If you have used CPD Online before, please click on



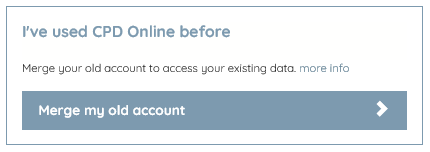
Complete the following and click on Continue



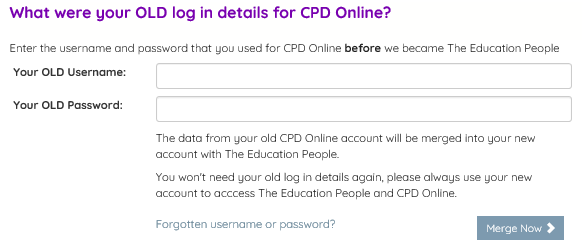
Complete the following page and click on Continue



Your CPD Online account is now complete and ready for you to use.



Complete the following and click Merge Now



If you cannot remember your user details, please contact the CPD helpdesk on 03000 418000 and they will be able to assist you.

Once you have clicked ‘Merge Now’, your Education People account and CPD Online acounts have been merged and you will now login to either site with this one email address and password.