

TIPS FOR MANAGING YOUR CPD ACCOUNT.

Dear Doctor,

Congratulations for creating a CPD account on the iCMS™ website. The following tips will help you to quickly complete your CPD account so that you may start enjoying the features provided in the iCMS™. Most of the information you need to update your profile is already provided in the system.

Kind regards

Chairman CPD committee
KMPDB.

How to log in.

Remember that your email address is the *username*.

 **Note:** Both your username and password can be found in the confirmation email that the iCMS™ system sent to your email inbox when you created a CPD account.

Filling your registration number.

You will be asked to fill your registration number with other personal information when you log into the system.

 **Note:** You must have a correct registration number to be able to fill your personal details. Only valid registration numbers are accepted in the iCMS™ system.

Medical doctors: Your registration numbers take the format: Axxxx e.g A9999

Dentists: Your registration numbers take the format Bxxx e.g B888.

Importing personal details.

Once you fill your registration number you will be able to import your personal details as they are documented at the medical board. You may update your personal details which have since changed e.g postal address and so on.

Filling academic qualifications

Fill all academic qualifications starting with your first degree, second degree, and other postgraduate degrees.

Pick your qualifications and the awarding institutions from the list provided by the system and click Add.

If your qualification or awarding institution is not listed, please send an email to support@icpdkenya.org so that we can add it to the database.

Upload your registration documents.

Upload at least one scanned document that the board will use to verify and approve your CPD account.

Eligible documents include:

- **Registration certificate**
- **Degree certificate**
- **National ID or passport**

 **Note:** Make sure the scanned documents are clearly legible and save them as PDF, JPEG or PNG.

Update your affiliated facility.

Type the first few letters in the name of your hospital and select your hospital from the list provided by the system and save it.

 **Note:** If you work in more than one hospital, please indicate your primary affiliation.

 **Note:** The iCMS™ system contains a list of all the health facilities in Kenya as at June 2012.

 **Note:** If your hospital or institution is not listed, please send an email to support@icpdkenya.org so that we can add it to the database.

 **Note:** If you work in a foreign country, you can add your last affiliation hospital in Kenya.