

mycareerpath - Quick Start Guide

1. Select a profile

- After registering and logging in to the mycareerpath **Home** page, choose one of the profiles (such as EngTech, IEng or CEng - your Institution may provide more). Then select **Add**.

2. Create a plan

- Select **Plans** and add a new action plan. Give your plan a name, a set of objectives and dates, and link it to the profile created in Step 1. You can link your action plan to specific competences you aim to work towards.

3. Add evidence

- Select **Evidence**, then **Add Evidence**. You can add details of your PD progress, including lessons learnt and benefits gained. Link any specific competences if applicable. Documentation of evidence can be attached.

4. Create a report

- Select **Reports**. Choose between an evidence-based and a competence-based report (see Section 7 for details), choose a date range and select a profile. **Save and View** when you're done to generate the report.

5. Send for review

- While viewing your report, enter the email address of a colleague or institution in the **Have your report reviewed** section. The recipient will receive an email inviting them to review and comment. **Plans** and **Evidence** can also be sent for review.

6. Export a page

- Choose **Plans**, **Evidence** or **Reports** from the mycareerpath menu. Next to any item you have created, choose the **PDF** function. A PDF of will be downloaded to your computer. This can be saved, printed, emailed or transferred.