

LPBWA new website features for 2021

The features below will be available from 1 May 2021. This document will help you become familiar with them.

1. Application for Renewal of a Practising Certificate is now found under the Online Portal button

As there is an increasing amount of online services being provided the Apply/Renew button previously on the website no longer fulfilled its purpose. We have now renamed the button to 'Online Portal' providing access to a number of services. The 'Online Portal' button will only be visible after logging in. It appears as the first button in the right hand menu as shown below in image 1.

- [Guidance is available](#) to reflect the steps needed to login and access this area.



Image 1: The new 'Online Portal' button which is displayed after logging in

2. New 'My Profile' area to update your details

There is a new area which allows you to update your contact details throughout the year, as well as convenient access to your Practitioner ID (this is also used for the CPD Management System (CPDMS)).

- Once you are logged into the system you will see your name in the top menu as shown below in image 2.1. Click on this to access your profile area.



Image 2.1: The link to access your profile area

- Your profile page will be displayed, similar to image 2.2 shown on the page below. Here you can update your contact details and click the **Save** button once done. Your Practitioner/CPDMS ID is also shown on this page, as highlighted in red.

Ms Sarah Smith

Practitioner ID:
12345

RENEWAL DATE:

MEMBER TYPE:

TITLE:

CONTACT DETAILS

PREFERRED FIRST NAME:

GENDER:

DATE OF BIRTH:

WORK PHONE:

MOBILE PHONE:

HOME DETAILS

RESIDENTIAL ADDRESS:

COUNTRY:

CITY/SUBURB:

STATE:

POSTCODE:

HOME PHONE:

HOME FAX:

HOME EMAIL:

Image 2.2: The profile page which can be used to update your details throughout the year. Your practitioner/CPDMS ID is also shown.

3. New feature to toggle showing password

A new feature to toggle showing your password when you login allows you to check you are entering the correct details. Full details are available in [point 1 of this document](#).

4. Improved management of system time outs

For security purposes if no activity is detected on the website within 30 minutes you will be logged out. Previously there was no warning of this. Now you will be prompted about this and you can choose to extend the session and remain logged in, if no response is received you will then be logged out.