

## User Guide: CPDMS for Providers

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## Logging into the CPDMS

### Logging into the website

1. Go to the [Board's website](#)
2. Click on the  button at the top right of the page.
3. Enter your login details provided to you by the Board and click **Log on**. If you have forgotten your password use the [forgotten password](#) facility
4. Your name should appear across the top

### Navigating to the CPDMS

1. Once logged into the [Board's website](#) click on the **Online Portal** button shown below



The screenshot shows the homepage of the Legal Practice Board of Western Australia. At the top, there is a navigation bar with links for HOME, LEGAL PROFESSION, BECOMING A LAWYER, COMPLAINTS, FOR THE PUBLIC, UNIFORM LAW, LIBRARY, and INFORMATION. Below this is a search bar and a user profile section showing '41912 : TEST-Analisa TEST-Zainal' with a 'Log off' button. The main content area features a large image of law books and a sidebar with links for PRACTISING CERTIFICATES, LEGAL PROFESSION, FOR THE PUBLIC, UNIFORM LAW, and CPD MANAGEMENT SYSTEM. The 'ONLINE PORTAL' button is highlighted with a red box. Below the main content, there is a 'LATEST NEWS' section with a link to 'Mar 25 Board Election 2022 - Candidate Resumes'. At the bottom, there are buttons for 'FIND A PRACTITIONER' and 'DOWNLOADABLE FORMS'.

2. Click on the **CPDMS Data Upload** link
3. Click on the name of the Provider you are managing  
If you are managing the CPD activities of multiple providers, a list of those you are a CPD contact for will be provided to. Select the one you want to upload to or manage data for. You can [switch providers](#) at any time
4. You are now able to upload a data file of activities or manage activities uploaded by your provider.

## Uploading a data file of activities

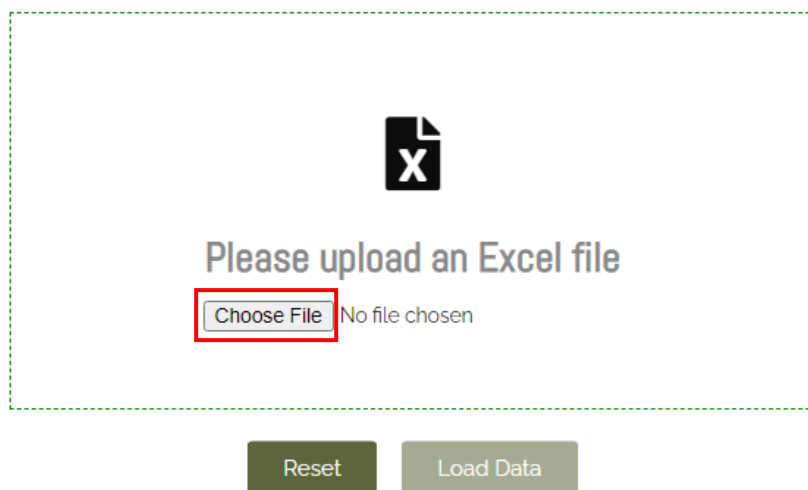
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With the new upgrade of the CPDMS, the uploading facility operates differently. Marked differences include:

- a. Upload sheet must only have the one tab of data in the spreadsheet. Therefore if you are using the template upload sheet provided to you by the Board, you must delete the **Summary** tab before uploading otherwise an error will occur.
- b. The upload sheet used to upload the data, is no longer stored within the CPDMS
- c. The data within the upload sheet will now display on screen for review prior to loading into the CPDMS and updating practitioner records.

### Loading the upload sheet

1. Click on the **Choose File** button shown below



2. Find and attach your upload sheet
3. Click on **Load Data**  
Loading data may take some time as it is verifying records against the CPDMS and data rules. Time taken to load will depend on the number of records in the upload sheet.
4. If you receive an error check the following:
  - a. You have removed rows 1 and - there should only be one header line
  - b. There is only one tab within the upload sheet – the **Summary** tab should be deleted.
  - c. If you have done the above and still receive an error take a screen shot and send through to [CPDOperations@lpbwa.com](mailto:CPDOperations@lpbwa.com).
5. You should now be presented with a list of the data from your upload sheet on the screen.
6. If there are no errors found the **Import Data** button will be available to click on.

7. If there are errors found you can [review the data and any errors](#) the system finds and make corrections.

## Reviewing data and errors found with data in the upload sheet

If errors are found, the record line with the error will have a red bar next to it on the left and the specific field with the error will have a red border around it. You may have to scroll up and down, and left to right to find the errors.

	CPDProviderID	Practitioner ID	PractitionerFirstName	PractitionerLastName
✘	39679	15346	Melissa	Janne
✘	39679		Melissa	Janne

The orange bar on the record indicates an error somewhere in that line. Scroll across to find the error.

There are errors in the Data. These are identified above by an orange line at the start of the row, please fix before import

DateofEvent	EventDuration (hrs)	SignInTime
02-03-2022		1pm,

Fields outlined in red indicate an error. Underneath the field is an indication as to what the error may be.

EventDuration (hrs) required  
Time format - should be in HH:MM:SS

Reset Import Data

There are errors in the Data. These are identified above by an orange line at the start of the row, please fix before import

Once you find the errors you can:

1. Edit the specific field on screen;
2. Delete the row entirely by clicking on the red 'x' on the left of the record
3. Click the **Reset** button if you wish to make the edits in the upload sheet instead and upload again. This is recommended if you have a large list where the same field is incorrect for every line and is easier to correct in a spreadsheet all at once.
4. If the error message isn't clear please advise [CPDOperations@lpbwa.com](mailto:CPDOperations@lpbwa.com) and include your upload sheet and the specific line and field the system is indicating to be the problem

The error indicators (red outlines, bars, error messages) will disappear as errors are corrected.

The **Import Data** button will be available once all data is correct and ready for importing into the CPDMS and updating records.

## Switching provider views – Managing multiple providers

You can only view and manage different CPD Provider activities if you are a CPD Contact for those providers.

To switch views:

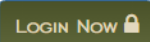
1. Click on CPD Provider along the top.

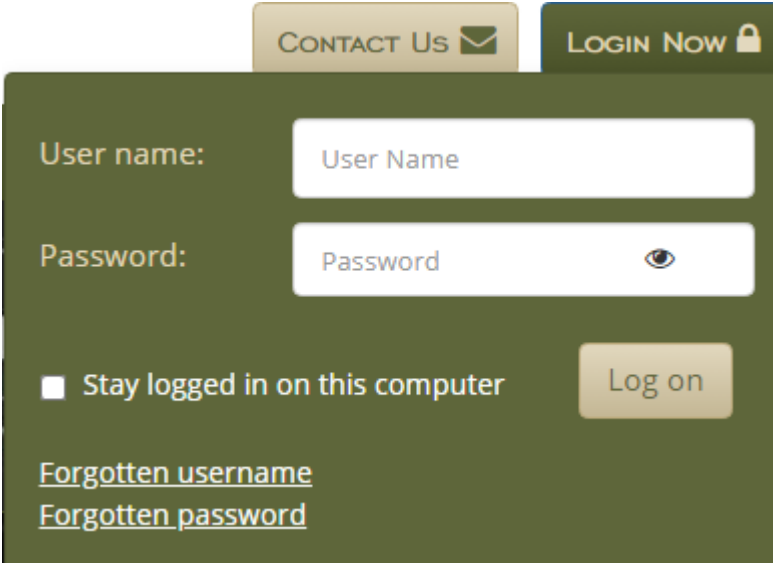
LEGAL PRACTICE BOARD  
OF WESTERN AUSTRALIA


CPD Provider MyCPD


2. Click on the name of the Provider you wish to manage.

## Forgotten password


1. Go to the [Board's website](#)
2. Click on the  button at the top right of the page.
3. Click on the Forgotten Password or Forgotten Username links



CONTACT US 

LOGIN NOW 

User name:

Password:  

Stay logged in on this computer

[Forgotten username](#)

[Forgotten password](#)