

User Manual for

Practitioners to send a request for CPD update

The Purpose of the Manual is to guide Health Practitioners on how to raise an incident to update CPD points on OSVC Portal. 1. Go to the HPCSA website <u>www.hpcsa.co.za</u>

2.

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	3 more	>		Prosthetics & Arts Therapy				

- 3. Please note All registered practitioners has been assigned accounts please do not create a new account. If a practitioner has not logged on the portal before click on the login or sign up button.
- 4. If a practitioner has logged in before He\She must capture the username and password.

5. If practitioner has not logged in on the system before they need to Click on the Forgot username or Password link

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Please note the username is the practitioner's ID number or passport number.

6. Type Practitioner ID number or passport below Username and click on the button Reset My password. An email will be sent to the registered email address and an SMS will be sent to the registered cell number.

Assistance	X 🖸	
	Account Assistance	
	Request your username If the email address you enter is in our system, we'll send you your username. If you don't have a username, we'll send you a link to set up an account instead	
	Email Address	
	Email My Username	
	Reset your password We'll email you a link to a page where you can create a new password.	
	Username	
	Type Practitioner ID number or passport ×	
	Reset My Password	
	Recover Your Account	

Request yc If the email add account instead	Information	* nk to set up an
Email Address	We just sent you an email to reset your password. If you don't receive this email:	
Email My Us	 Your account may be disabled. The username may not be valid. The email address you are checking may be different than the email address yo	ess on file for the username you entered.
Reset your We'll email you a	Contact our support team for help.	
Username		ок
Reset My Pas	sword	

- 7. If you don't receive any communication click on the Recover Account button.
- 8. The email or sms will be having a link to reset your password and you will have to type the password and verify it. An example of a strong password that can be used is #Password1

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	Health Professions Council of South Africa	Log in or Sign up
	Support Home Online Services FAQ	Professional Boards
	Reset your password	
	Password *	
	•••••	
	Must be at least 6 characters	
	Verify Password *	
	••••••	Must match Password
	Submit	

9. After successful login the below page will be displayed. Check if details are correct and click save changes

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Last Name	TEST 1							
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13. click on the top right where your name will be displayed and click on the arrow and select Account overview

	L V	
_	Account Overview	
Board	Support History	
	Account Settings	
	Public Profile	
	Logout	

14. After clicking on Account Overview click on My CPD's as shown below

My Service Requests	3			
Subject \$	Reference # 🖨	Status 🖨	Date Created 🖨	Update your account settings
CPD request for DR 0128023	201125-000002	Approved	11/25/2020 11:02 AM	Manage Addresses
CPD request for DR 0128023	201125-000001	New	11/25/2020 10:57 AM	Download Certificates
See all my service requests				My Registrations
My Discussion Quest	tions			My CPDs
	an Creation Data			Account Statement
No records found.	on crediion Dale			My Invoices
See all my discussion questions				Change your password
see air my discussion questions				Manage your notifications
				View your public profile

15. After clicking My CPDs

PD Compliant	ŝ 🗕		l	.ink ♦	
es				Click here	to proceed
	PD Compliant	PD Compliant? 👻	PD Compliant? 🗸	PD Compliant?	PD Compliant? Link Click here

A Screen showing a summary of CPD activity will be shown. If registration is CPD compliant the option to download compliance letter will be enabled.

CPD Details For Registration	on:	
Registration No:	Total Clinical Points:	CPD compliant?:
DR 0128023	50	Yes
Туре:	Total Ethical Points:	Download letter confirming compliance
Practitioner	10	
Minimum no. of CEU:	Total CPD Points:	
60	60	
Minimum CEU for Ethics:	Registration Status:	
10	ACTIVE	

16. Click on click here to proceed then you may click the button Add new CPD



17. A form to add details will be shown as below

CPD F	Form
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CPD Form 🧪

CPD Form

Submit

1. To add activities, please use 'Add new CPD' button at the bottom of screen - Kindly ensure that you click 'submit' button after making inputs on the form.

2. The status notification will be sent to the email address and SMS available on the HPCSA database.

3. All events/activities conducted more than two years to date will not be accepted by the system.

Name of the Service Provider	Description	Accreditation Number	Activity Start Date	Activity End Date	СРD Туре	Points	Upload Documents
Helena Univ	Covid Training	12	11/25/2 🛗	11/26/2 🛗	Clinical \star	12	pdf
pp/account/cpd_form/c	pd_registration/567742/reg_numbe	r/DR%20%20%2001280	023				Add

18. After clicking the Submit button, the Service request number shall be generated

	Support Home	I	Online Services	Т	FAQ	T	Professional Boards
CPD Form							
CPD Form 🗸	Submission Successful. 🥒						
Submission Su	Submission Successful.						Back
Your new CPD (CPDs) is (are) submitted successfully. Your reference number is 201125-000003. Your total CPD points & compliance will get updated once we verify your documents.							

19. To check If the request has been resolved. Click Support History.