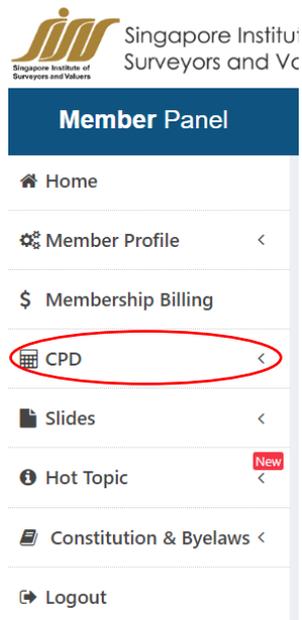


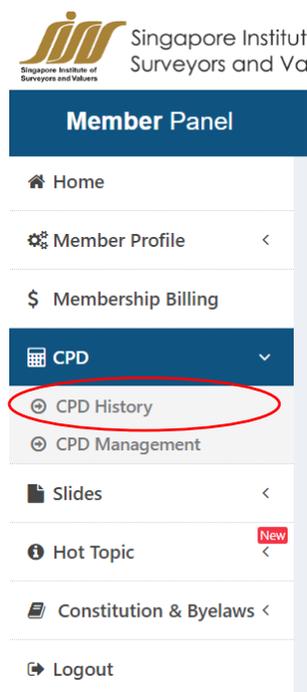
## Instructions to download CPD Summary

**Step 1:** Log in to SISV Member portal via the SISV website

**Step 2:** Click on the CPD Tab found on the left side of the portal (see screenshot below)



**Step 3:** Click on CPD History in the drop-down tab (see screenshot below)



**Step 4:** Select the specific year of choice for CPD summary then click on the Print Added Events Button.

The screenshot shows the 'My CPD History' page in the Member Panel. The page includes a navigation menu on the left with options like Home, Member Profile, Membership Billing, and CPD. The main content area has a 'MY CPD History' section with filters for 'CPD in Specific Year' (set to 2023) and 'CPD in Cycle' (- Please Select -). Below these filters are two buttons: 'Print 2023 CPD Summary' and 'Print 2023 Added Event(s)', with the latter being circled in red. A note below the buttons says 'Change "CPD in Specific Year" for print document for previous year'.

**Step 5:** Select the option to save as PDF to download the summary.

The screenshot shows a print dialog for a 'CPD Event Summary (01 Dec 2022 - 30 Nov 2023)'. The summary table is as follows:

Start Date	End Date	Event	Organiser	CPD	Activity Code	Type
15-09-2023	15-09-2023	Carried forward from previous Renewal Qualifying Period (Max:20 Units)	SISV	8	A1	Survey Related
06-03-2023	06-03-2023	THE ART OF ENDODONTICS RETREATMENT	SISV IT	1	A1	Survey Related
14-03-2023	14-03-2023	THE ART OF ENDODONTICS RETREATMENT	SISV IT	3	A2	Survey Related

Summary statistics: Total Survey Related CPD : 12 hours, Total Hours: 12 hours.

The print dialog on the right shows settings for 1 sheet of paper, destination 'Canon IR-ADV 5860 D...', 1 page, 1 copy, and black and white color. The 'Save as PDF' option is circled in red.