



## TPD Online Quick Reference Guide

[www.tpd.org.uk](http://www.tpd.org.uk)

### Registering on the system

- Click on a workforce area (portal) that you identify with – e.g. Early Years
- Click on 'New user' in the logon box
- Enter your details
- Complete the equal opportunities monitoring form
- Select the subject areas and target audience that are relevant to you

### TPD Online

You will be able to:

- View an up to date directory of training events and courses from different sectors in one place
- Book places online with ease
- Access your recent continuing professional development record online, at any time
- Receive email alerts for training events and courses that match your user profile

### Requesting a place

- Click on the 'Search Events' tab
- Search by keyword, date, subject or target audience
- 'Request a place' from the summary or after clicking on 'Full details'
- You will receive an email when your place on the event has been authorised and confirmed

If you need any further help registering on Training & Professional Development Online please click on the 'User Guide' link on the front page of the website.

Alternatively, please email: [tdservice@wandsworth.gov.uk](mailto:tdservice@wandsworth.gov.uk) with your details and someone will contact you.