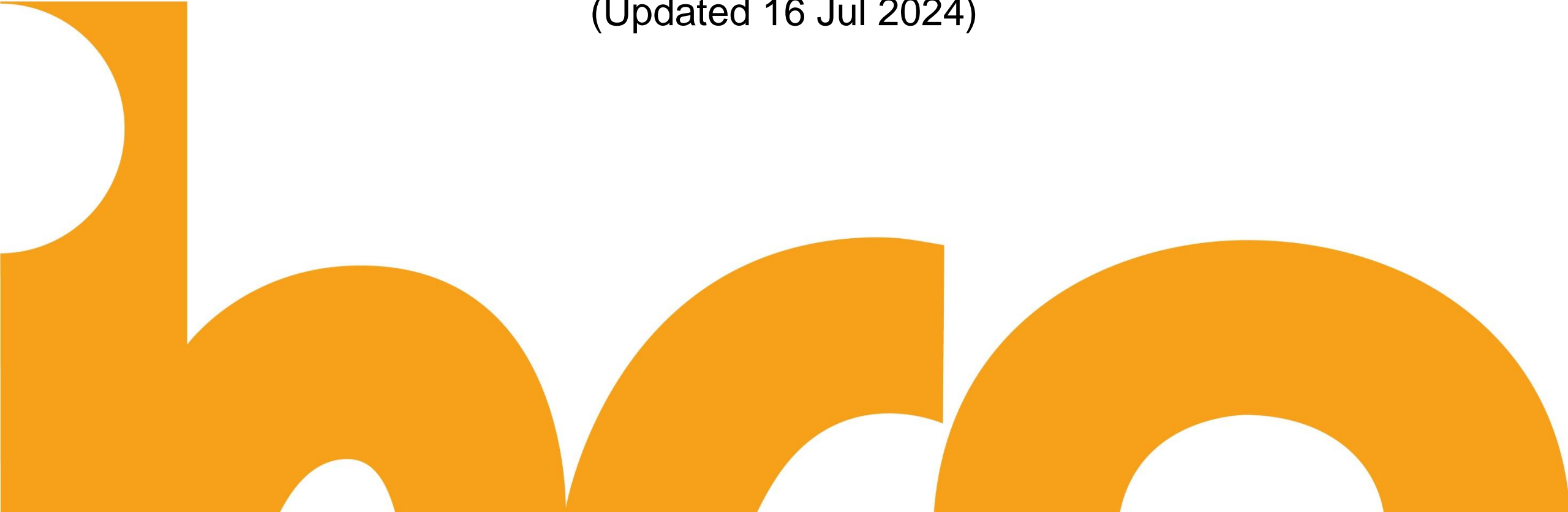


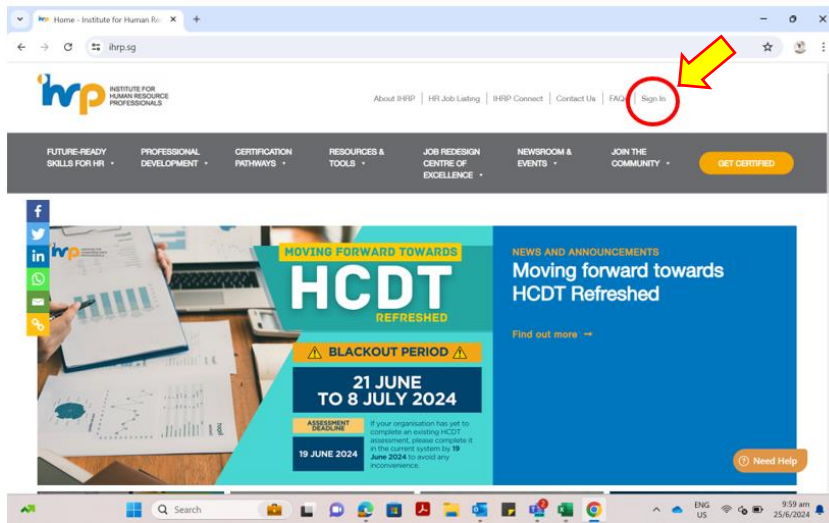
# **Step-by-step guide to using CPD Tracker on IHRP Portal**

(Updated 16 Jul 2024)

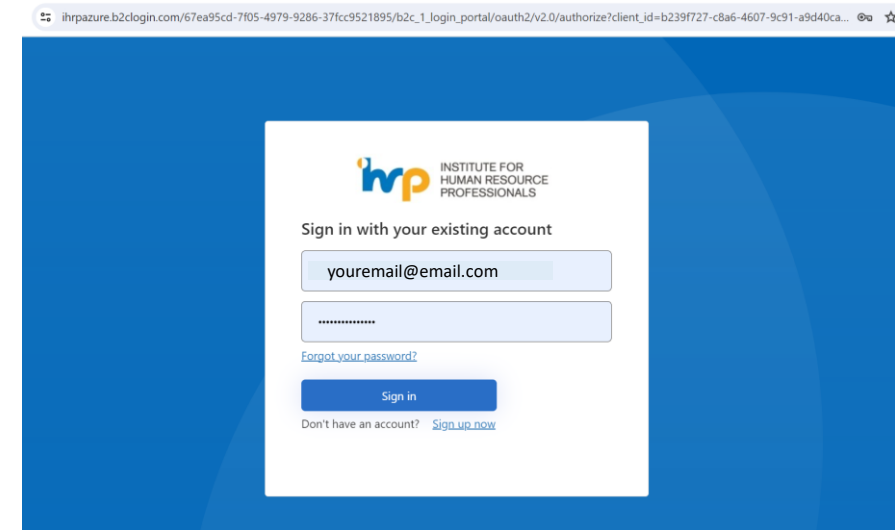


# Locating IHRP Portal and CPD Tracker

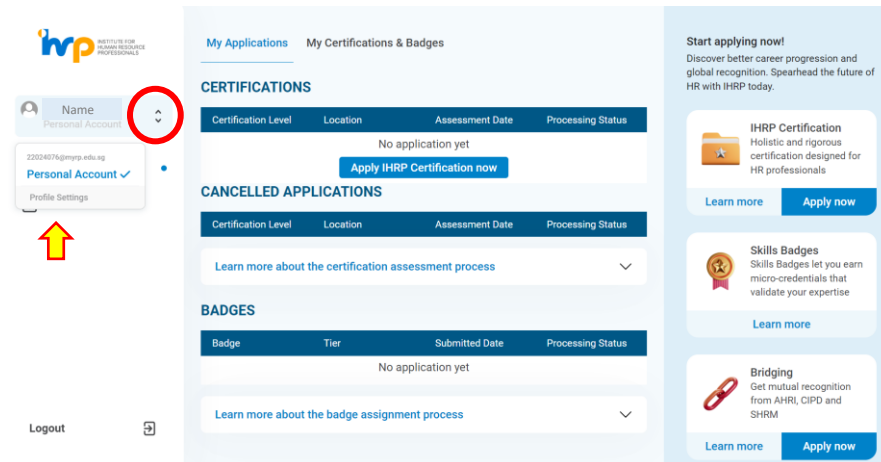
**Step 1:** Go to [ihrp.sg](http://ihrp.sg) and click on the “Sign in” button to access IHRP Portal



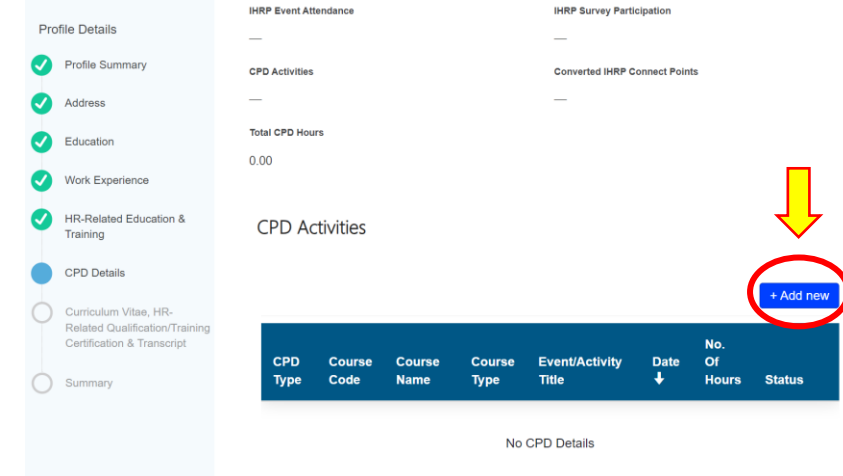
**Step 2:** Follow the instructions to log in your existing account

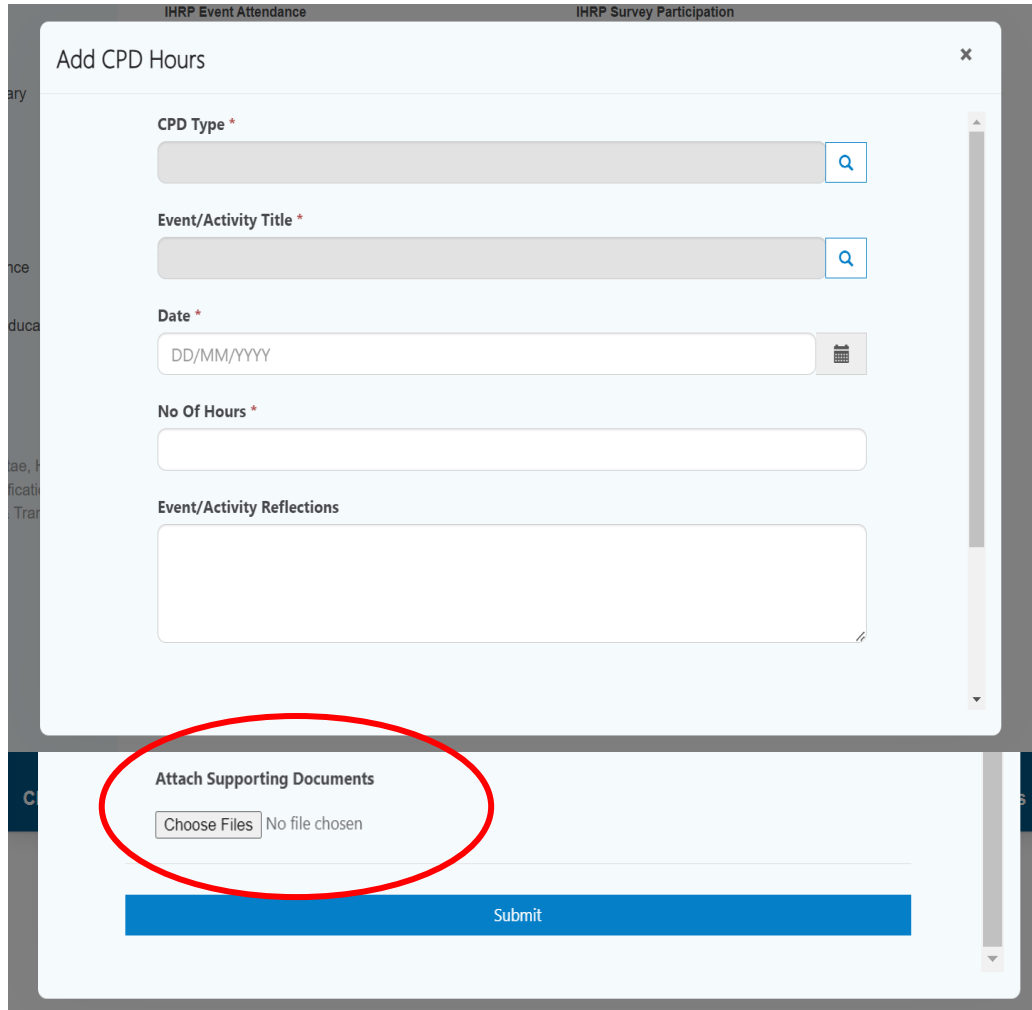


**Step 3:** Click the arrows next to your name, and then click on “Profile Settings”



**Step 4:** Update your profile and once you have reached the “CPD Details” page, click on “Add New”





IHRP Event Attendance IHRP Survey Participation

### Add CPD Hours

CPD Type \*

Event/Activity Title \*

Date \*

DD/MM/YYYY

No Of Hours \*

Event/Activity Reflections

Attach Supporting Documents

Choose Files No file chosen

Submit

#### Step 5: Fill in the details of your CPD activity.

##### CPD Type:

- Select the CPD type from the dropdown list

##### Event/Activity Title:

- For **IHRP organized events**, you can follow these steps:
  - a. Click on the **search icon** or **copy and paste** the event title from post-event email
  - b. **Enter** an asterisk \* symbol, followed by a keyword, for example, *\*Fundamentals in HR*
- For **non-IHRP organized events**, select 'Details entered under event/activity reflection'.
  - a. Enter name of event and other relevant details in 'Event/Activity Reflections'.

##### Date:

- Date of event

##### No. of Hours

- Do note that some CPD activities have a cap on number of hours. e.g. max. 30 hours for 'Authoring Book'. Please refer to [recertification handbook](#) for more details.

Attach supporting documents for proof and audit. E.g. letter/ email of participation from organizer, post-event "Thank you" email.

- Click on **Submit**