

10 Easy Steps to Setting Up CPD Online (Institutions)

CPD ONLINE

- 1 Once a price has been agreed, RCPsych sends the Institution an invoice.
- 2 The Institution informs its Athens Administrator that CPD Online has been purchased.
- 3 The Institution sends RCPsych their Athens ID number (available from your Athens Administrator).
- 4 RCPsych authorises access for the Institution to the CPD Online resource, on the Athens admin site.
- 5 The Athens site sends an automated email to the Institution's Athens Administrator (saying that CPD Online has been added to the list of resources accessible to that Institution via Athens authentication).
- 6 RCPsych sets up an account for the Institution on the CPD Online admin site for the agreed number of users (x) and sends an email confirming this to both the Institution and the Institution's Athens Administrator.
- 7 The Institution's Athens Administrator creates a 'permission set' and enters details for the required x number of users (using the Athens admin site, see separate document for more details).
- 8 The Institution's Athens Administrator must tell their selected x users that CPD Online is available to them via the Athens authentication system.
- 9 The users at the Institution must activate their access to CPD Online, via the Athens site (<http://auth.athensams.net/my/> - they will each need their individual Athens password).
- 10 Users at the Institution can now enjoy access to CPD Online!

