# How to Enter a Completed CPE Learning Activity into the Portal:



### Step 1

Step 2

Sign in to your CMRAO account:

- A Enter your email address.
- B Enter your password.
- C Click "Sign in".

#### Sign in with your existing account Email Address A Password B Forgot your password? C Sign in

### Home



D Click "Reported CPE Activities".

Notifications	
Profile	
Address Info	
Employment	
Applications	
Reported CPE Activities	<b>←</b> D
Licences	

### Step 3

(E) Click the "Add Activity".

### **Reported CPE Activities**



## Step 4

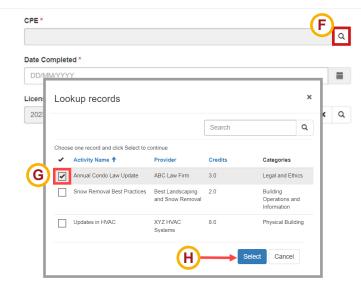
#### Locate the CPE learning activity:

(F) Click the **search icon** Q to display all eligible CPE learning activities.

#### In the pop-up window:

- G In the pop-up window, click the **box** on the left-hand side of the learning activity.
- (H) Click "Select".

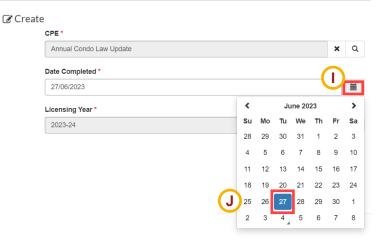
#### 🕑 Create



### Step 5

Select the date you completed the CPE learning activity:

- Click the calendar icon.
  Select the date you completed
  - the learning activity.



### Step 6

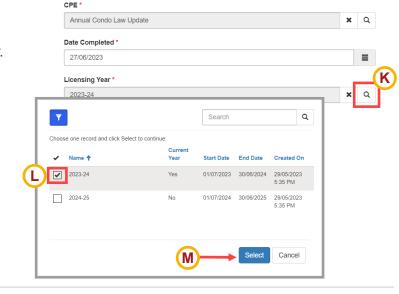
🕑 Create

#### Select the Licensing Year:

K Click the **search icon Q** next to Licensing Year.

#### In the pop-up window:

- L Click the **box** next to the applicable Licensing Year.
- M Click "Select".



### Step 7

#### Attach proof of completion:

- N Click "Choose file" to upload proof of completion.
- O Click **"Submit"**.

Create

Date Completed *	
27/06/2023	1
Licensing Year *	



Submit

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#### Step 8 Add Activity The system will display: Credits Date Licensing Categories (CPE) P The completed CPE learning activity. CPE 🛧 (CPE) Completed Licence Type Year Annual Condo Law General Legal and Ethics 3.0 27/06/2023 2023-24 📀 Q Applicable CPE credits. Update Licence Ρ Q

### How to delete a CPE learning activity:

S Click the olicon next to the activity.

The system will ask you if you are sure you want to delete the record. If yes:

T Click "Delete".

If you have made a mistake and do not want to delete the learning activity:

U Click "Cancel".

			Credits	Date	Licensing
PE 🛧	Licence Type	Categories (CPE)	(CPE)	Completed	Year
nnual Condo Law pdate	General Licence	Legal and Ethics	3.0	27/06/2023	2023-24
see how many crea nu below and then		umulated for a licensing yea	ir, select the app	licable year from	the drop-dov
			ır, select the app	licable year from	the drop-dov

Т

Delete

Cancel

Are you sure you want to delete this record?