

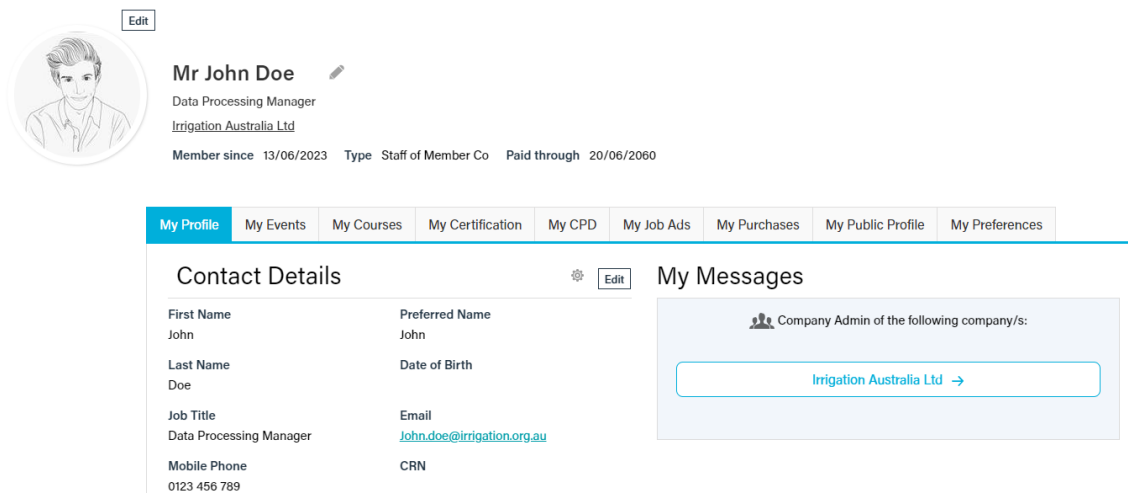
# How to upload CPD points

Log on to [irrigationaustralia.com.au](http://irrigationaustralia.com.au), using your email address as your username.

- If you are unable to login you may need to reset your password first.
1. On the top right, you will see Hi, [your name], followed by My Profile and Log out.

Select My Profile

2. The following page will open up



**Mr John Doe**  
Data Processing Manager  
[Irrigation Australia Ltd](#)  
Member since 13/06/2023 Type Staff of Member Co Paid through 20/06/2060

**My Profile** My Events My Courses My Certification My CPD My Job Ads My Purchases My Public Profile My Preferences

**Contact Details** Edit

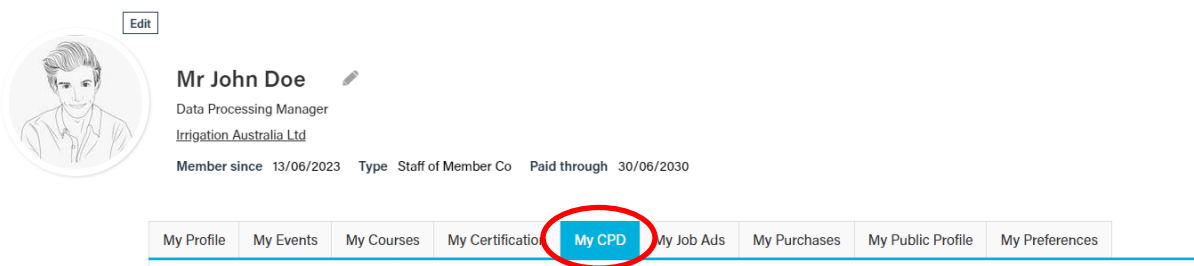
First Name	John	Preferred Name	John
Last Name	Doe	Date of Birth	
Job Title	Data Processing Manager	Email	<a href="mailto:John.doe@irrigation.org.au">John.doe@irrigation.org.au</a>
Mobile Phone	0123 456 789	CRN	

**My Messages**

Company Admin of the following company/s:

[Irrigation Australia Ltd](#) →

3. Select the My CPD tab.



**Mr John Doe**  
Data Processing Manager  
[Irrigation Australia Ltd](#)  
Member since 13/06/2023 Type Staff of Member Co Paid through 30/06/2030

My Profile My Events My Courses My Certification **My CPD** My Job Ads My Purchases My Public Profile My Preferences

4. Select the Add button

My Profile | My Events | My Courses | My Certification | **My CPD** | My Job Ads | My Purchases | My Public Profile | My Preferences

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**Certified Meter Installer and Validator (CMI)**

Completed **4.00**      Goal Amount **10.00**

Goal end date: 30/04/2023

[Download CPD Transcript →](#)

**Current CPD Goals**

CPD Goal Name	CPD Period Ends	Total CPD Earned	CPD Goal Amount
Certified Meter Installer and Validator <a href="#">(CMI Points Chart)</a>	30/04/2023	4.00	10.00

Please note - CPD totals are updated daily.

**CPD Logbook** ⚙️ Add

5. The following window will open for you to complete. Use the dropdown menu under Category to select which activity you are claiming points for.

Add
⏪ □ ×

Date Completed

Date Commenced

Category (Select) ▼

Description

Evidence of attendance  Select

Types: pdf, jpg, doc, docx  
Maximum 109.77 MB

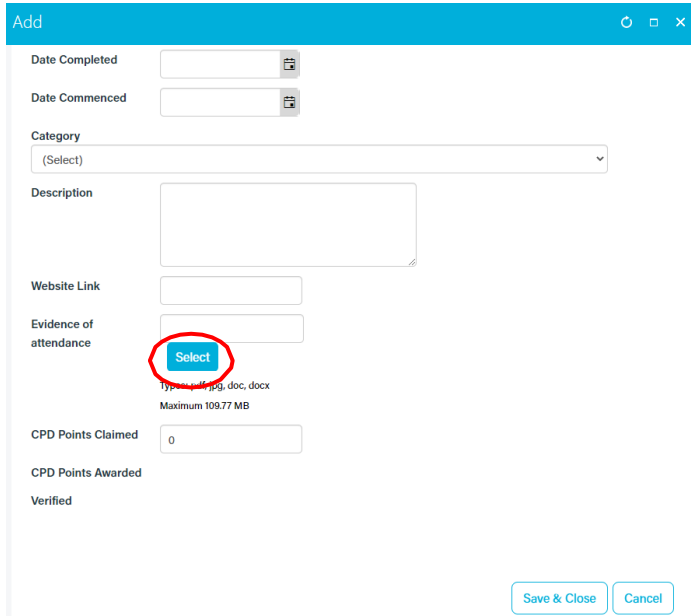
CPD Points Claimed

CPD Points Awarded

Verified

Save & Close
Cancel

6. Click on Select to upload evidence. This is proof that supports your points claim.



**Note:** Although it is not mandatory for you to upload physical evidence for your CPD, Irrigation Australia conducts audits on our certified personnel from time to time and you will be required to provide this evidence to support your renewal.

7. When you have finished uploading evidence and filled in the CPD Points Claimed field, click on Save & Close.
8. You have now completed this process.

**The system will refresh overnight and your CPD points will be updated. If your renewal invoice has been paid you will be made 'active'**

For further assistance, please call the Irrigation Australia Team on 07 3517 4000 or send an email to [info@irrigation.org.au](mailto:info@irrigation.org.au).