

Quick Start Guide: Navigating your CPD Home Account

This Quick Start Guide will show you how to update your professional and personal information, updating your password as well as downloading your tax invoices.

To complete any of these tasks, simply follow the below steps.

Update your account information on the CPD Home desktop



Check your personal information

- 1 Log in to your **CPD Home** desktop
- 2 Click the **Account** menu

Update your personal details including password

- 1 Click the **Account Management** tab
- 2 In the **Contact Details** box perform any required updates, then click **Save Changes**
- 3 In the **Reset Password** box, perform the change, then click **Reset Password**

Update your professional profile

- 1 On the **Professional Profile** tab, check your professional details are up to date
- 2 Update your details, then click **Save Details**

To download your tax invoices

- 1 Click the **Payment History** tab
- 2 Find the invoice you would like to download from the available list
- 3 Click **Download Invoice**



If you need assistance or more information about any of our subscription options, CPD Home is here to support you.
How to get in touch with our ever-helpful Enquiries Team:

✉ enquiries@cpdhome.org.au

☎ (+61) 2 8552 4011 on Monday to Friday from 9am - 5pm (AEST).