

# How to Sign up for an account on the Centre Portal

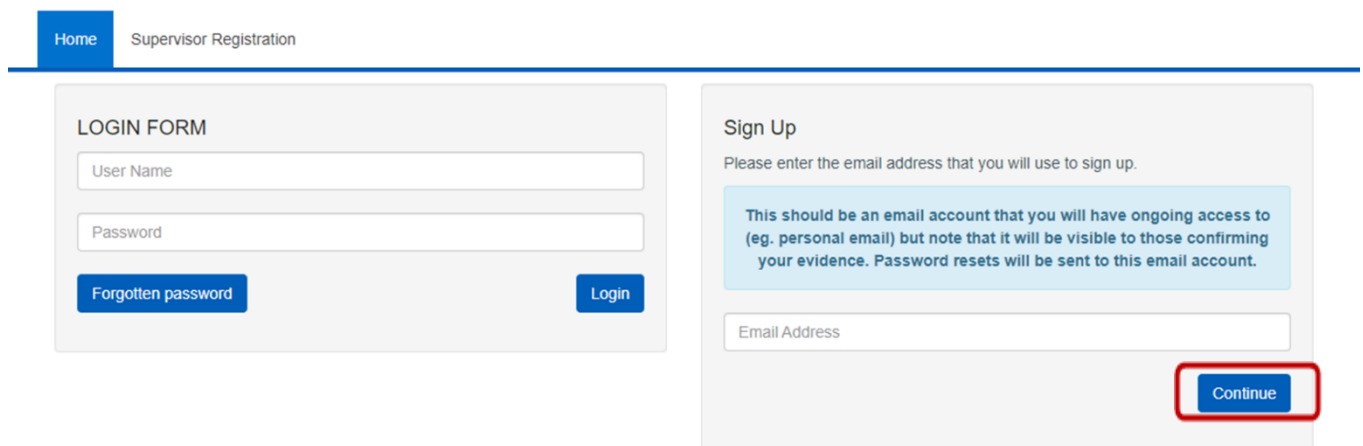
## Sign Up

**Step 1** – Visit the Centre for Advancing Practice Portal

<https://advancedpractice.cpdnow.net/>

**Step 2** – Sign up for an account with the portal by using an email that you will have ongoing access to, then press “Continue”.

### Centre for Advancing Practice



The screenshot shows the 'Supervisor Registration' page of the Centre for Advancing Practice portal. It features a navigation bar with 'Home' and 'Supervisor Registration' links. The main content area is divided into two sections: 'LOGIN FORM' and 'Sign Up'. The 'LOGIN FORM' section includes input fields for 'User Name' and 'Password', a 'Forgotten password' link, and a 'Login' button. The 'Sign Up' section includes a text prompt: 'Please enter the email address that you will use to sign up.' Below this is a light blue information box stating: 'This should be an email account that you will have ongoing access to (eg. personal email) but note that it will be visible to those confirming your evidence. Password resets will be sent to this email account.' Underneath the information box is an 'Email Address' input field and a 'Continue' button, which is highlighted with a red border in the image.

**Step 3** – Complete the Account Details form and press “Sign Up”


Please note that once signed up you will be able to edit these details.



Account Details:

Title *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Username *	<input type="text"/>
Password	<input type="password"/>
Repeat Password	<input type="password"/>

This should be an email account that you will have ongoing access to (eg. personal email) but note that it will be visible to others you may facilitate. Password resets will be sent to this email account.

Email Address *	<input type="text" value="test2test@test.com"/>
Primary Registration Boards *	<input type="text"/>
Registration Number (HCPC / NNC / GMC) *	<input type="text"/>
Speciality *	<input type="text"/>
Town/City *	<input type="text"/>
Region *	<input type="text"/>
Gender *	<input type="text"/>
Ethnicity *	<input type="text"/>
Disability *	<input type="text"/>
Sexuality *	<input type="text"/>
Religion/Belief *	<input type="text"/>
Religion -NI	<input type="text"/>
Marital status *	<input type="text"/>
Carer *	<input type="text"/>
Date of Birth *	<input type="text" value="DD/MM/YYYY"/> 

[Sign Up](#)



**Step 4** – Now you have an account with the Centre for Advancing Practice Portal

LOGIN FORM

  
  
[Forgotten password](#) [Login](#)

**Account Created**  
Please login on the left.

**Step 5** – Login to complete account set up.

Add your username and Password and click “Login”.

LOGIN FORM

  
  
[Forgotten password](#) [Login](#)

**Account Created**  
Please login on the left.

**Step 6** – Please read the Terms and Conditions, select check boxes and press “Continue”.

I agree to the Terms and Conditions \*

I consent to NHS England using the data I provide to process my application and to contact me

I understand that my anonymised data may be used for the purpose of research, monitoring and service improvement

I consent to NHS England contacting any person or organisation to gather further information related to my application or to confirm the information I have provided

I confirm that the information I provide is true and accurate and understand that if I make a false declaration or provide any false information or documents in support of my application, NHS England will reject my application and may refer the matter to my employer, a professional body, a regulator, an awarding body or the police \*

[Continue](#)

