This guide takes you step by step through the processes of re-registration and registration as a new user, as well as how to navigate the pages in the MyCIBSE area.

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Website Registration for existing members and contacts

If you are an existing member of CIBSE or contact but have not logged in to the website since 26th July 2016 then you will need to register to create an online account. To register please follow these steps:

1. Go to [www.cibse.org](http://www.cibse.org) and select the Login menu option.

2. Select Register.

3. Enter your email address and select Verify Email. Please make sure you use the same email address that you previously used to access MyCIBSE.

4. If your email address is recognised then you will receive a success notification. If you are unsure what email address you used previously please email websupport@cibse.org.

1 & 2

[Image of login page]

3

[Image of verify email page]

4

[Image of successful registration page]

Success! Please check your inbox for a verification email to set your new secure password.

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Re-register your details

5. Please check your email for an email with the subject heading Website Registration Successful

6. Select the link to reset your password.

7. You will then be promoted to enter a new password. **Enter and confirm your new password** and select **Submit**.

8. You will then be redirected to your **MyCIBSE profile**.
Register as a new user

To register as a new user on MyCIBSE please follow these steps:

1. Go to www.cibse.org and select the Login menu option.
2. Select Login and then Register
3. Enter your email address and select Verify Email.
4. Complete the details and select Register.
Register as a new user

5. Please check your email for an email with the subject heading **CIBSE Website Registration**.

6. Select the link to set your password.

7. You will then be promoted to enter a new password. **Enter and confirm your new password** and select **Submit**.

8. You will then be redirected to your **MyCIBSE profile**.

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**Need help?**
T: +44 (0)20 8675 5211
E: websupport@cibse.org
www.cibse.org
Navigating MyCIBSE

- **CIBSE.ORG** returns you to the CIBSE website.
- **DOWNLOADS** is where you access your Knowledge Portal downloads and help.
- **PROFILE** to access your profile page and change your address.
- **MY PREFERENCES** to choose your communication preferences.

- **ONLINE LEARNING**
- **CPD** is where you can view and update your CPD history.
- **GROUPS** is where you can join a CIBSE Group.
- **Change Cover Photo** is where you can upload an image to display in the banner.
My Profile

You can navigate My Profile using the left hand sub-menu to find the following:

- **Profile** is where you can view the phone/email/job title we have for you as well as your CIBSE Membership Number/Certification Registration and your CISBE region details.

- **My Payment Methods** stores your credit and debit card information securely for use on future purchases. You can delete (a) and edit payment (b) methods already saved and add new payment methods (c).

- **Make a payment** displays all your outstanding invoices. You can view each invoice by clicking on the invoice number (a). These can be paid individually or in bulk by selecting the relevant invoices (b) and selecting pay now (c).

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My Profile ctd.

- **My Transactions** displays all your receipts. You can view any receipt by clicking on the receipt number.

- **My Groups** lists all the CIBSE Special Interest Groups that you have selected to join.

- **Reset password** enables you to reset your MyCIBSE password.
Downloads and Changing your Address

- **Downloads** is where you can access your My Downloads page containing the PDF’s that you have downloaded from the CIBSE Knowledge Portal. To open a PDF hover over the display name and click to open the PDF. You can also access the Knowledge Help page.

- **Address Change** is where you can update your work and home address details and select your preferred address. Click the Profile link in the main menu. Please note that changes to a work address will go through an internal approval cycle.

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My Preferences

- My Preferences is where you control what communications you receive from CIBSE.

My Marketing Communications

CIBSE and CIBSE Services Ltd want to keep you informed of the latest Institution news, events and services available to you. Your privacy is very important, which is why we make sure you are always in control of what we do with and how we use your personal information.

CIBSE would like to communicate with you in various ways including email, post, SMS and phone, but only about the things you want us to. By 'Opting out' below we will continue to keep you informed so you never miss a thing.

CIBSE, in some cases, will use legitimate interest to send relevant marketing communications to you if you haven't opted in or told us you no longer want to hear from us.

Please update your preferences below and press 'Submit'.

My Communication Methods

I am happy to receive communications by email, post, phone and SMS:

- None

Alternatively, select from the options below:

- Email
- Post
CPD Process

1. When logged into your MyCIBSE area, click ‘CPD’ at the top of the page to add and update your CPD activity
2. Insert the year you wish to log CPD and click ‘create year’
3. To insert an objective select ‘new objective’
4. Input title of objective here
5. Input description of objective here
6. Select status - either ‘open’ or ‘achieved’ from dropdown menu
7. Select the target date for your objective using the calendar function

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8. Once you click the ‘save’ button you will be taken back to the CPD summary page. You can **edit your objectives** by clicking the ‘edit’ button on the right hand side.

9. To insert an activity, click **new activity**

10. Select **activity type** from the dropdown menu
CPD Process

11. The fields with a red star next to them are mandatory and must be completed.

12. When selecting an ‘applicable scheme’ either double click the scheme name or use the arrows circled. This will then populate the scheme in the ‘chosen’ box on the right hand side. If the scheme is not showing in the ‘chosen’ box your activity will not be linked to that scheme so be sure to check.

13. All objectives that you have created will show under ‘applicable objective’. Select which objective you wish to link your activity to, this will then highlight blue.

14. If you have a certificate for this activity, you can upload this to your activity by clicking the ‘choose file’ button at the bottom of the page. Once done click submit and it will save and take you back to the CPD summary page.
15. You will then see a breakdown of all structured, semi-structured and unstructured hours, as well as the total for that year. You can edit and delete your activities.