

# How to add APR units to your CPRS Member profile. | | Comment ajouter des crédits d'ARP à votre profil de membre de la SCRP.

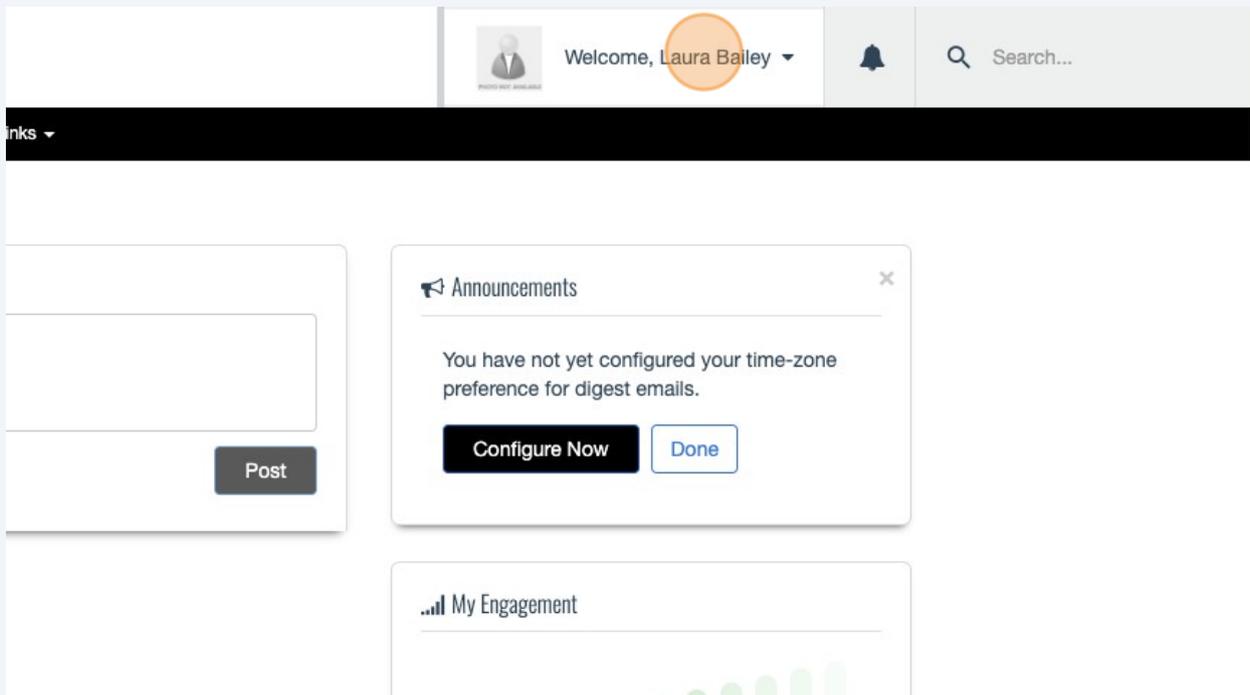
1

Navigate to | Naviguez jusqu'à  
<https://connect.cprs.ca/members/dashboard.aspx>

2

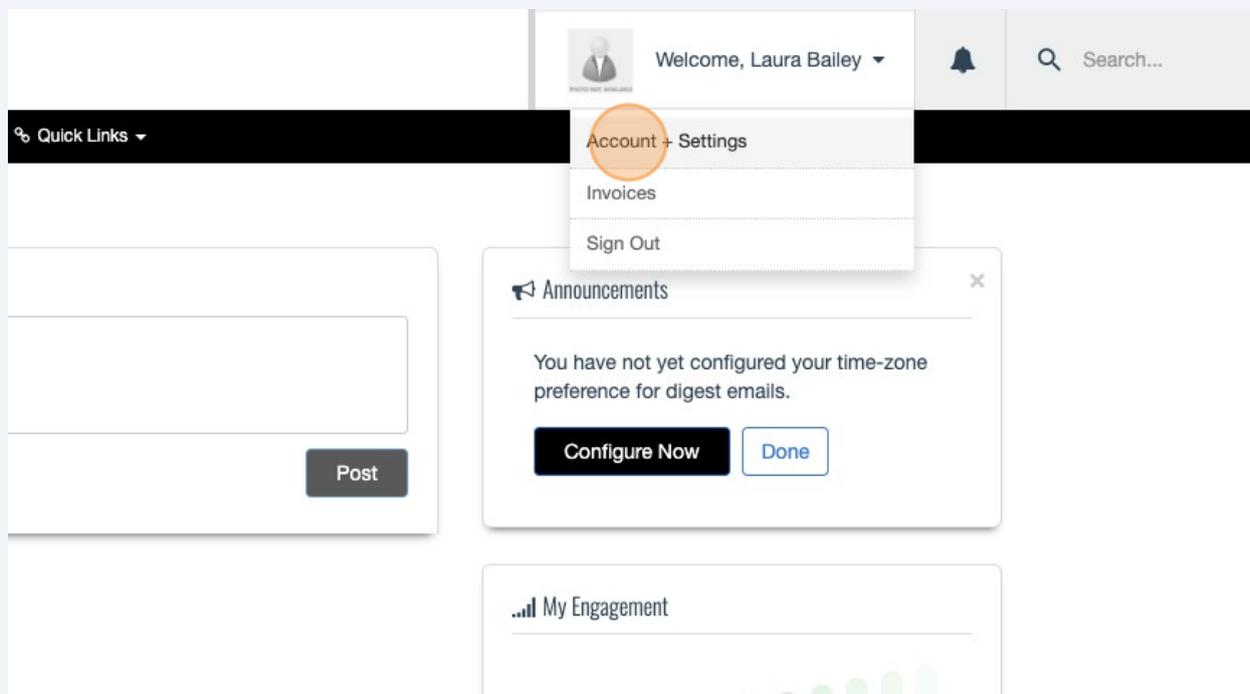
Login. Click "Welcome, 'Your Name'".

Se connecter. Cliquez sur «Bienvenue, Votre nom.»



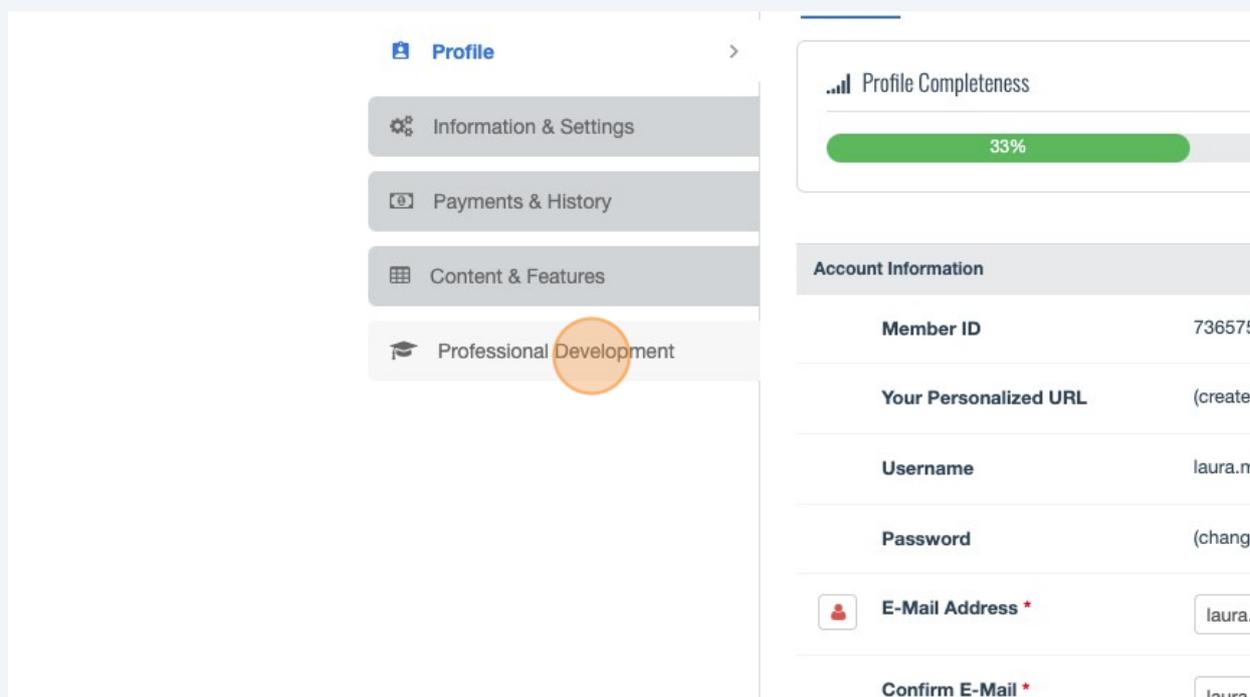
3 Click "Account + Settings".

Cliquez sur « Compte + Paramètres ».



4 Click "Professional Development".

Cliquez sur « Développement professionnel »



5

Click "Journal Entries". In this view, any existing APR maintenance points from 2018 onwards will appear.

Cliquez sur « Journal Entries. » Dans cette vue, les points de maintenance APR existants à partir de 2018 apparaîtront.

The screenshot displays a web application interface. At the top right, there is a user profile icon and the text "Welcc". Below this is a navigation bar with icons and labels for "Messages", "Connections", "Groups", and "Quick Links". On the left side, there is a vertical sidebar menu with items: "Profile", "Information & Settings", "Payments & History", "Content & Features", and "Professional Development" (which is highlighted in blue). The main content area shows a filter panel for "Journal Entries". The panel has two tabs: "Certifications/Programs" and "Journal Entries", with the latter being selected and circled in orange. The filter panel contains the following fields: "Status:" with a dropdown menu set to "All Statuses"; "Certification/Program:" with a dropdown menu set to "All Certifications/Programs"; "Credit Type:" with a dropdown menu set to "All Types"; and "Credits Earned:" with "From" and "To" date input fields, each accompanied by a calendar icon. At the bottom of the filter panel is a black button labeled "Apply Filter".

6 To add a new maintenance point, click "Add Entry"

Pour ajouter un nouveau point de maintenance, cliquez sur « Ajouter une entrée »

Information & Settings

Payments & History

Content & Features

Professional Development >

Certification/Program: All Certifications/Programs

Credit Type: All Types

Credits Earned: From To

Apply Filter

+ Add Entry

7 Select the "Certification/Program" from the drop down box.

Sélectionnez la « Certification/Programme » dans la liste déroulante.

Messages

Con

Welcome

Add Entry

Is this entry for a Certificate or Program? \*  Yes  No

Certification/Program \* ?

Credit Type \* ? --Select Credit Type--

Entry Date \* ? 2023-11-30

Description \* ?

Credits \* ?

Credits Expire ?

8

TIP: the "Entry Date" field must be the date you completed the training, professional activity or community service. Do not enter the date you filled out the maintenance form.

ATTENTION : le « Date d'entrée » doit correspondre à la date à laquelle vous avez suivi la formation ou l'activité professionnelle. N'indiquez pas la date à laquelle vous avez rempli la fiche d'entretien.

The screenshot shows a web application interface with a dark sidebar on the left and a main content area on the right. The sidebar contains menu items: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area displays the 'Add Entry' form. The form has the following fields:

- Is this entry for a Certificate or Program? \*  Yes  No
- Certification/Program \*
- Credit Type \*
- Entry Date \*
- Description \*
- Credits \*
- Credits Expire \*
- Score (%)  (if applicable)
- Activity Code

The 'Entry Date' field is highlighted with an orange circle.

9

Fill out all the relevant fields, and click "Submit". This will send the maintenance point to the CPRS National team for approval.

Remplissez tous les champs pertinents et cliquez sur «Soumettre». Le crédit d'entretien sera alors envoyé à l'équipe nationale de la SCRP pour validation.

The screenshot shows a web application interface with a sidebar on the left containing navigation options: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area displays a modal window titled "Add Entry" with the following fields:

- Is this entry for a Certificate or Program? \*  Yes  No
- Certification/Program \*
- Credit Type \*
- Entry Date \*
- Description \*
- Credits \*
- Credits Expire \*
- Score (%)  (if applicable)
- Activity Code
- Attachments  No file chosen

At the bottom right of the form, there are two buttons: "Submit" (highlighted with a red circle) and "Cancel".

At the bottom of the page, there is a footer with the text: "ADMIN DASHBOARD | RETURN TO PREVIOUS ADMIN PAGE | SITE RESOURCE MANAGER | EDIT MODE [OFF]"

10

Once submitted, you will see the items listed under the "Journal Entries" tab. In this view you can click the pencil icon to edit the entry. You will also see the status as Pending, or Denied, or Approved.

Une fois soumis, vous verrez les crédits listés sous l'onglet « Journal Entries ». Dans cette vue, vous pouvez cliquer sur l'icône du crayon pour modifier l'entrée. Le statut de l'entrée est également indiqué : En attente, Refusé ou Approuvé.

The screenshot shows a web application interface for managing journal entries. At the top, there is a navigation bar with links for My Feed, My Profile, Directory, Messages, Connections, Groups, and Quick Links. On the left, a sidebar menu contains Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area is titled 'Journal Entries' and features a filter panel with dropdown menus for Status (All Statuses), Certification/Program (All Certifications/Programs), and Credit Type (All Types). Below these are input fields for 'Credits Earned' with 'From' and 'To' date pickers, and an 'Apply Filter' button. Underneath the filter panel, there are action buttons: Export Entries (Unicode), Print Transcript, Print Filtered Entries, Email Transcript, and Add Entry. A table displays the following data:

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
	Pending	2023-11-23	APR - Maintenance of Accreditation CPRS Webinar: Communicating DEI from the inside Out	1	2028-11-30	N/A

At the bottom of the page, a footer indicates the user is signed in as LAURA BAILEY and provides a link to return to the previous admin page.