

Tutorial for how to use CPDH online system

1. How to Register for Course and view point

1. Open Internet Explorer
2. Type address <http://raasite/cpdh>
3. Then you will see CPDH home page. At top right side you will see *TWO* important links: 1. *Know your group*; and 2. *Course Details*.
4. In order to register for the course first of all you have to know under which group you belong to. Click on the link **“Know your group”** (also available in www.bhutanaudit.gov.bt – list of In-house training participants 2010-2011).
5. Second thing you have to know: the courses available for your group. For that you will have to click on link **“Course Details”**.
Sample for the courses that are available for Different Groups:

Course Name	Start Date	End Date	Resource Person
Dzongkha Auditor & Co-Ordinator (Number Of Record=1)			
Effective Communication Skills 1	06/12/2010	07/12/2010	Bikram Gurung, Audit Officer
Risk-Based Financial Audit 1 (Number Of Record=1)			
Risk-Based Financial Audit 1	04/10/2010	15/10/2010	Consultant, India

6. Once you have known your Group then Login with your password and User Name.
7. Then you will view your personal page where you can see profile and in this page you have four links: *logout*, *View point status*, *register for course* and *View Group*. If you want to view your CPDH point click on link **“View point status”** and also know your group by clicking on link **“Know Group”**
8. Now to register for course click on link **“Register for Course”**.

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9. This is the form where you can register for the course:

10. First of all you have to type your employee ID and click on Check Button. The system will check whether the employee ID entered is valid or not, if you have entered your employee ID correctly then you will see your detail information otherwise it will say **“Employee ID not found”**
11. Then second thing is that you will have to select your group. If you have selected your group correctly then a list of courses will be displayed in the list box under title **“Course not registered”**. In this list box course that are not registered by you will be shown in this list box. And if you have selected other group which you do not belong to then the system will give a message saying **“You Does not belong to this group”**. Here is the sample:

12. After you have selected your correct group then a list of courses available for your group will be shown.
13. Here you have two buttons. If you want to select the course more than one at a time then click on **“Select All”** button and you will see that the entire course is highlighted or you can also select manually then click on

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“Register button”, to register the course. Then the system will message you **“The course registration is Successful”**.

14. Then the course that you have registered will be shown in list box below the title **“Course Registered”** as below in red circle:

The screenshot displays the CPDH (Continuous Professional Development Hour) online system interface. At the top, there is a header for the Royal Audit Authority CPDH. A navigation menu includes links for Log Off, Know Your Group, Course Registered, and Course For Group. The main section is titled 'COURSE REGISTRATION FORMS'. It contains several input fields: EmployeeID (with a 'Check' button), Name, Designation, and Division. Below these fields is a 'Select Group' dropdown menu. Under the dropdown, there are two sections: 'Course Not Registered' and 'Course Registered'. The 'Course Registered' section contains a table with one entry: 'Risk-Based Financial Audit 1'. This entry is circled in red.

END!