

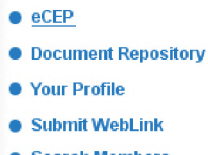
Logging CEP activities online

Member Login



- Visit the RACMA home page at www.racma.edu.au
- Enter your username and password to log into the RACMA site
- If you don't have your login details utilize the username/password recovery system by selecting the *Forgot Password* link and follow the prompts, alternatively contact the Secretariat on +61 3 9824 4699

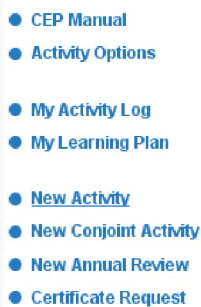
User Menu

- 
- [eCEP](#)
 - [Document Repository](#)
 - [Your Profile](#)
 - [Submit Weblink](#)
 - [Search Members](#)



- Once you are logged in, a user menu will appear left of screen
- Select the menu item eCEP from the user menu
- Alternatively you can navigate via the main site menu under the page banner
- This will allow you to select items from the eCEP menu
- Read through the CEP Manual to familiarize yourself with recent changes made to the RACMA CEP Program
- Select the menu item *Activity Options* to view the Activities Weighting Table. The general principal employed with the weighting is that 1 hour of CEP is equivalent to 1 point

eCEP Menu

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- [CEP Manual](#)
 - [Activity Options](#)
 - [My Activity Log](#)
 - [My Learning Plan](#)
 - [New Activity](#)
 - [New Conjoint Activity](#)
 - [New Annual Review](#)
 - [Certificate Request](#)

Entering an activity

- Select the menu item *New Activity* from the eCEP menu
- Enter your activity details in the form and click on the *Save* icon
- Avoid navigating to another page until you have saved your activity
- **Activity Date:** Click on the button or date field to select a date from the popup calendar. If the date of your activity spans over multiple days, you can note this in the description text box.
- **Category:** Select the appropriate category for your activity
- **Activity:** The activity dropdown box will automatically populate according to the category selected in the previous step. Select an item that matches your activity, if you feel no listed item is suitable then select Other (the last option in the list) and enter a description in the description text box
- **Points Claimed:** Enter the points you wish to claim. The points weighting guide (in green - right of the points' text box) is automatically updated when an activity item is selected.
- **Attachment:** Click on the *browse* button and locate the supportive document for your activity from your computer. Please note the allowed file size, attempting to save too large a file will result in an error
- **Saving your activity:** To save the details you have entered click on the *Save* icon. A message will indicate the activity saved successfully or alert you to any errors
- **Cancel:** To exit the form without saving any of the details you have entered click on the *Cancel* icon