



CPD App How to Guide 2026

Signing in:

‘Sign in via The Security Institute’ – Log in page for Members of The Security Institute through our website. You will need to use the same email and password as you use to log in to the website.

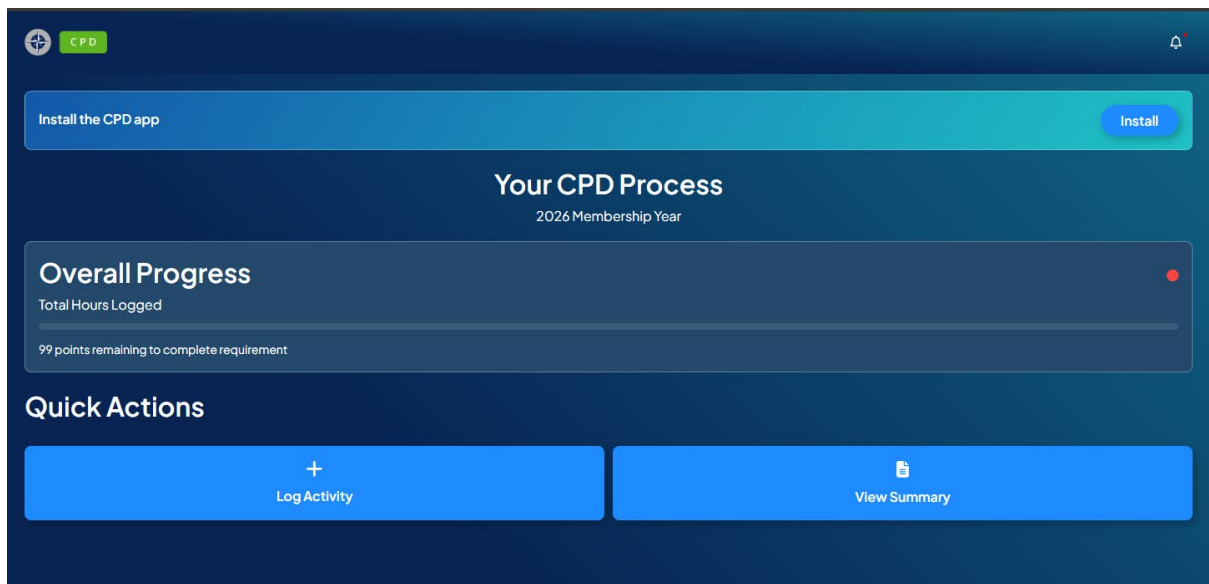
The sign in option below is for non-members to sign in.

‘Register as a non-member’ – Create account for non-members. This will ask you for personal details and your CPD Role (Full CPD, Early Careers CPD).

‘Forgot Password’ – This option will need your email to reset your password if forgotten

Privacy policy/Terms of service/ Contact Support – these options will take you to the relevant areas on The Security Institute website.

Dashboard:



Here on the CPD Dashboard, you can see your overall CPD progress. This will change each time you submit CPD. The red dot on the top right-hand corner will also change colours depending on how far through your CPD you are within relation to the CPD Year.

Red – Far behind/not started

Amber – a bit behind

Green – on track

Log Activity – This button will take you to the 'Choose CPD Category' page. Here you can log your CPD.

View Summary – This will take you to the 'Active History Page'. Here you can view each activity you have logged.

Note: Once activities have been logged, they will stay editable for 48 hours. Once 48 hours has passed, the activity will be locked.

Log Activity:

The screenshot shows the 'Log CPD Activity' app interface at Step 1 of 4. The title bar at the top is dark blue with a back arrow on the left and 'Log CPD Activity' in the center. Below the title bar, a progress bar indicates 'Step 1 of 4' and a 'Select Category' button is on the right. The main section is titled 'Choose CPD Category' with the instruction 'Select the category that best matches your professional development activity.' Below this, there are six category options, each with an icon, a title, and a range of points:

- Events and Formal Learning** (Icon: calendar): Min: 12 points, Max: 18 points
- Self Directed or Informal Learning** (Icon: graduation cap): Min: 6 points, Max: 10 points
- Work-based Practice and Projects** (Icon: balance scale): Min: 6 points, Max: 9 points
- Contribution to the Profession** (Icon: heart with hands): Min: 6 points, Max: 10 points
- Qualification & Certification** (Icon: shield with checkmark): Min: 0 points, Max: 12 points
- Ethics, Leadership & Professional Values** (Icon: pencil): Min: 0 points, Max: 12 points

At the bottom, there is a navigation bar with four icons: Dashboard, Log activity (highlighted with a plus sign), History, and Profile.

In the 'Log Activity' section, you can choose from all CPD Categories. Inside each category is a sub-category. EG: clicking on Events and Formal Learning will take you to this page...

The screenshot shows the 'Log CPD Activity' app interface at Step 2 of 4. The title bar at the top is dark blue with a back arrow on the left and 'Log CPD Activity' in the center. Below the title bar, a progress bar indicates 'Step 2 of 4' and a 'Select Sub-Category' button is on the right. The main section is titled 'Select Sub-Category' with the instruction 'Choose the type of training or education activity you completed.' Below this, there are five sub-category options, each with an icon, a title, and a point value:

- Attend Institute and CPD Partner events** (Icon: calendar): 1 point per hour
- Attend external professional conference** (Icon: graduation cap): 1 point per hour
- Attend webinar, seminar, or masterclass** (Icon: balance scale): 1 point per hour
- Visit exhibition as delegate** (Icon: heart with hands): 1 point per day
- Attend CPD sessions / demos at trade show** (Icon: shield with checkmark): 1 point per hour

At the bottom, there is a navigation bar with four icons: Dashboard, Log activity (highlighted with a plus sign), History, and Profile.

Select which sub-category applies to your CPD. Eg: Attend Institute and CPD Partner Events. Here you can now log your CPD:

←

Log CPD Activity

Step 3 of 4

Enter Details



Selected Category / Sub-category
Events and Formal Learning
Attend Institute and CPD Partner events

Activity Details

Complete all required fields to log your CPD activity.

Activity Title

e.g. The Security Institute Annual Conference 2025

Provide a clear, descriptive title for this activity

Date Completed

dd/mm/yyyy

Select the date you completed this activity

Duration
Select the duration of this activity

Hours

0

Minutes

0

Evidence
Upload or provide evidence of completion



Photo/Gallery



PDF



URL



No evidence uploaded
Tap a button above to add evidence



Accepted evidence: attendance certificates, completion confirmations, event photos, or URLs to event pages.

Reflection notes (optional)

What did you learn? How will you apply this knowledge

Add personal reflections on what you learned (recommended but optional)

Continue to Review

Save as Draft



Dashboard



Log activity



History



Profile

Activity Title – will need to be a clear description of what you did to gain CPD points (name of event attended, name of book read, name of course taken)

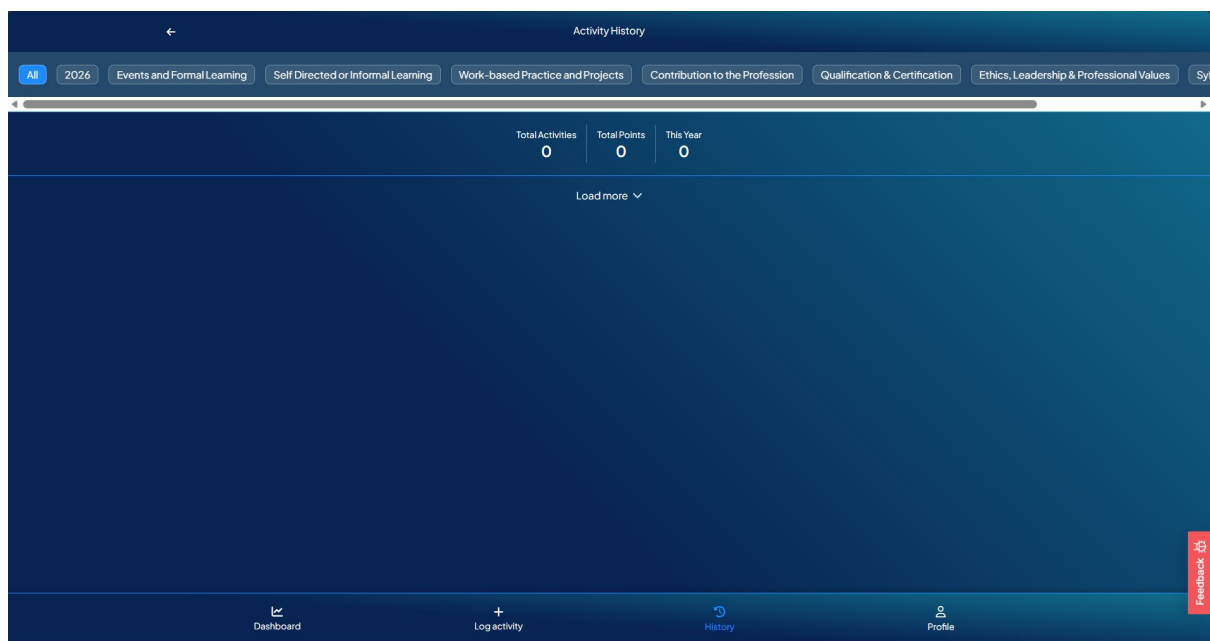
Date Completed – please make sure this is the correct day the activity was completed.

Duration – This will be how long you spent doing the activity. The minimum amount of time you can log is 15 minutes.

Evidence - Different activities will have different requirements. Some will require photos, certificates & visual proof. Some activities will require a written reflection (reading, podcast, training videos).

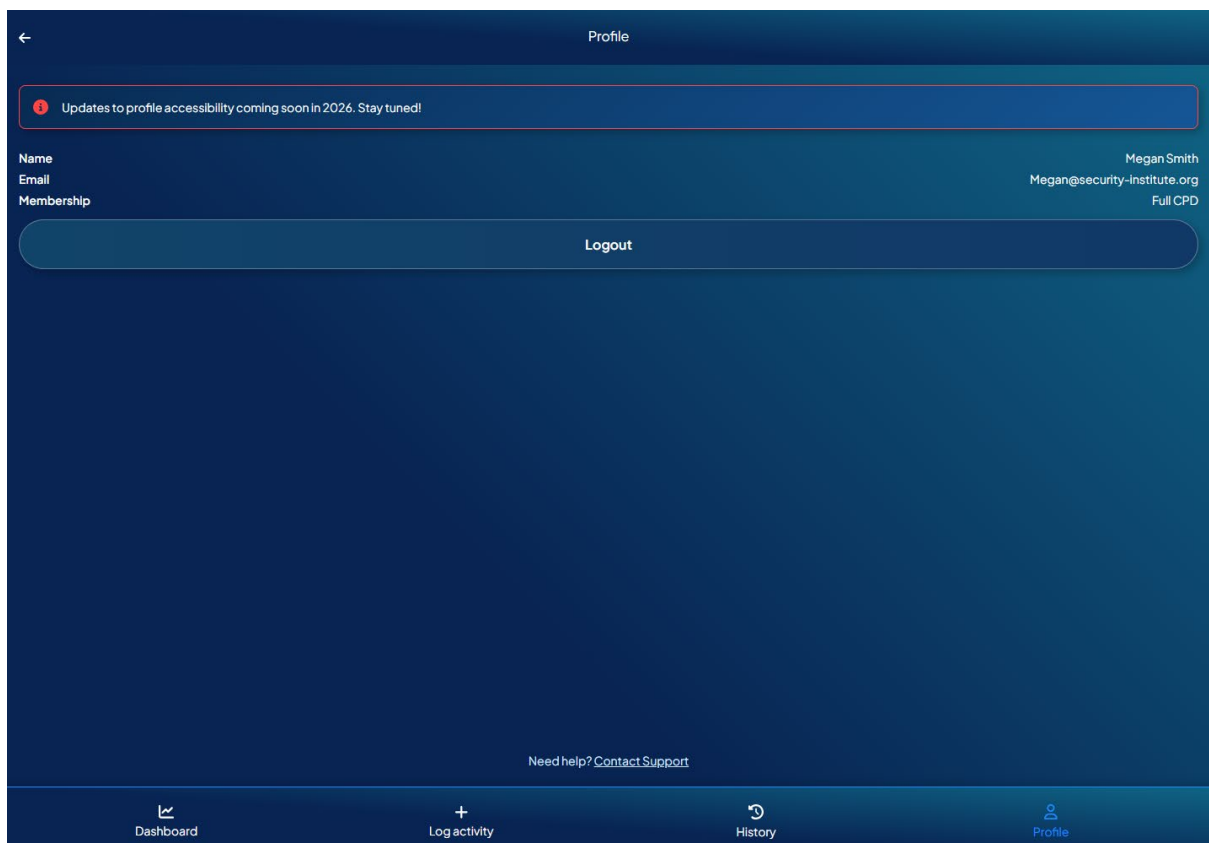
Once you have filled everything in, you can either Continue to Review or Save as a draft to edit later. Continue to review will submit your CPD, this is then editable for 48 hours.

History:



On this page, you will be able to view all CPD you have logged. Including previous consecutive CPD years you have held, using the categories bar at the top of the page.

Profile:



In the profiles tab, you will see your name, email, and type of CPD you are completing. You can also Logout on this page.