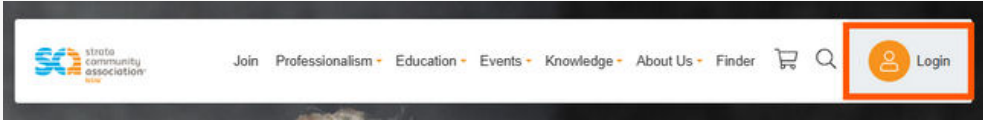
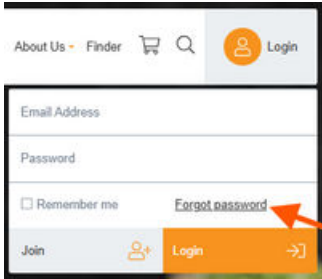
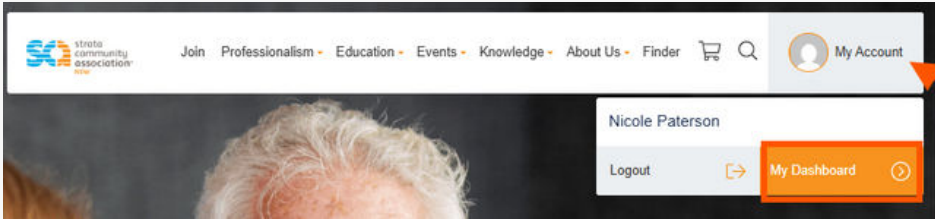




How to Upload External Training

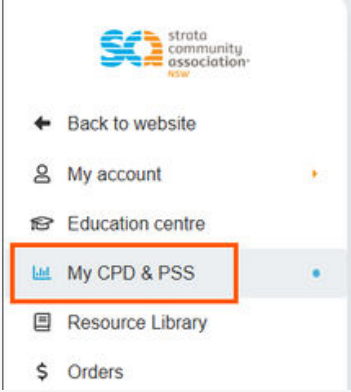



1.	<ul style="list-style-type: none"> • Login into your member portal. <ul style="list-style-type: none"> ◦ Head to scansw.com.au and select 'Login'. ◦ Use your work email to login. 
2.	<ul style="list-style-type: none"> • If this is your first time logging in to the new membership portal, click 'Forgot password' and follow the steps. <ul style="list-style-type: none"> ◦ Check your emails for the password reset email. <ul style="list-style-type: none"> ▪ If you can't see it, please check your junk or spam emails. ▪ If you do not receive the email contact enquiries.nsw@strata.community. ◦ Follow the instructions in the email to reset your password. 
3.	<ul style="list-style-type: none"> • Once you are logged in, click 'My Account' then 'My Dashboard'. 



How to Upload External Training



4.	<ul style="list-style-type: none"> Click on 'My CPD & PSS'. 
5.	<ul style="list-style-type: none"> Scroll down to 'External Education Certificate Submission' and submit your external training for review.  <ul style="list-style-type: none"> If a certificate has multiple names, each individual must submit the certificate via their own member portal for hours to be awarded. The hours uploaded here will be added only to your SCA (NSW) member record. If you are also an SCA member in another state, click here to be directed to the relevant submission form.
6.	<ul style="list-style-type: none"> SCA (NSW) will review your submission and allocate hours as per our CPD Policy. You will receive an email with the outcome of your submission.