



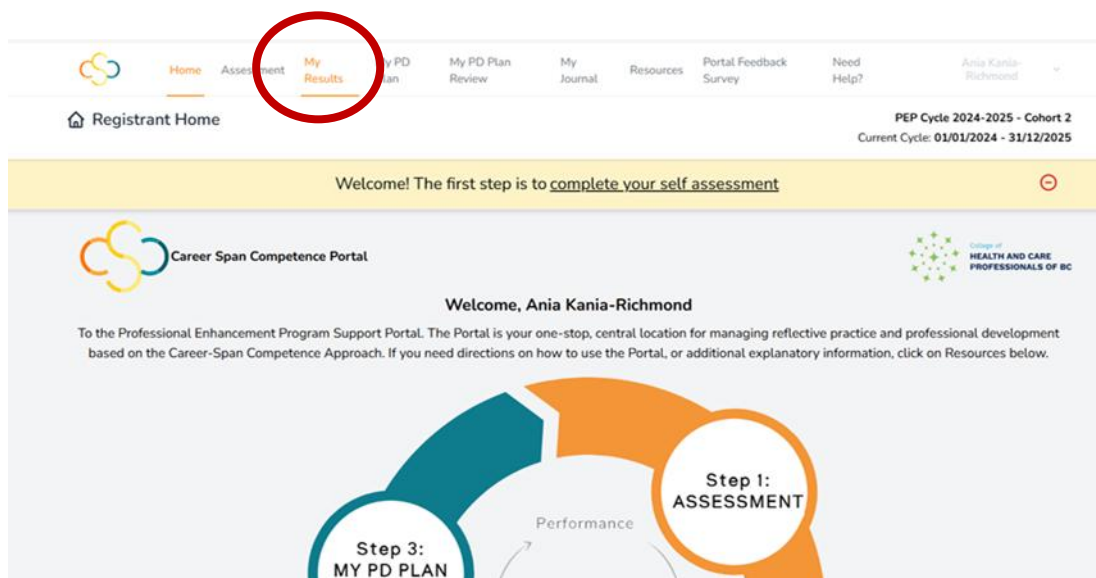
Portal Archives – Access & save your past program submissions

The PEP portal is designed to create an archive of your past program activities. All submitted assessments and PD plan and PD plan review forms from past cycles are securely stored on the PEP portal and available to you at any time when you are logged into your portal account.

This document provides you with step-by-step instructions on how to access, view and save the results of your past self assessments (section 1, page 1) and what you submitted as a PD plan (section 2, page 4) and PD plan review (section 3, page 6) in past cycles.

1. Past Self-Assessment Results

To access, view and save reports of your past self assessments, click on **“My Results”** on the top navigation bar:



1 | Instructions – Portal Archives

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Navigate to the “**Archive**” area on the My Results landing page:

The screenshot shows the 'My Results' landing page. At the top, there is a navigation bar with links: Home, Assessment, My Results (highlighted), My PD Plan, My PD Plan Review, My Journal, Resources, Portal Feedback Survey, Need Help?, and a user profile for Ania Kania-Richmond. Below the navigation bar, the page title 'My Results' is displayed on the left, and 'PEP Cycle 2024-2025 - Cohort 2' and 'Current Cycle: 01/01/2024 - 31/12/2025' are on the right. The main content area has a 'Current cycle' section with 'Full results' and 'Summary results' buttons. Below this is the 'Archives' section, which is circled in red. It contains the text 'Which cycle do you want results for' followed by a dropdown menu showing 'PEP Cycle 2024-2025 - Cohort 2 - Begins on January 1, 2024 - Ends on December 31, 2025'. Below the dropdown, it says 'Results for cycle PEP Cycle 2024-2025 - Cohort 2' and has 'Full results' and 'Summary results' buttons. At the bottom, there is a footer: '© Career Span Competence Collaborative 2025'.

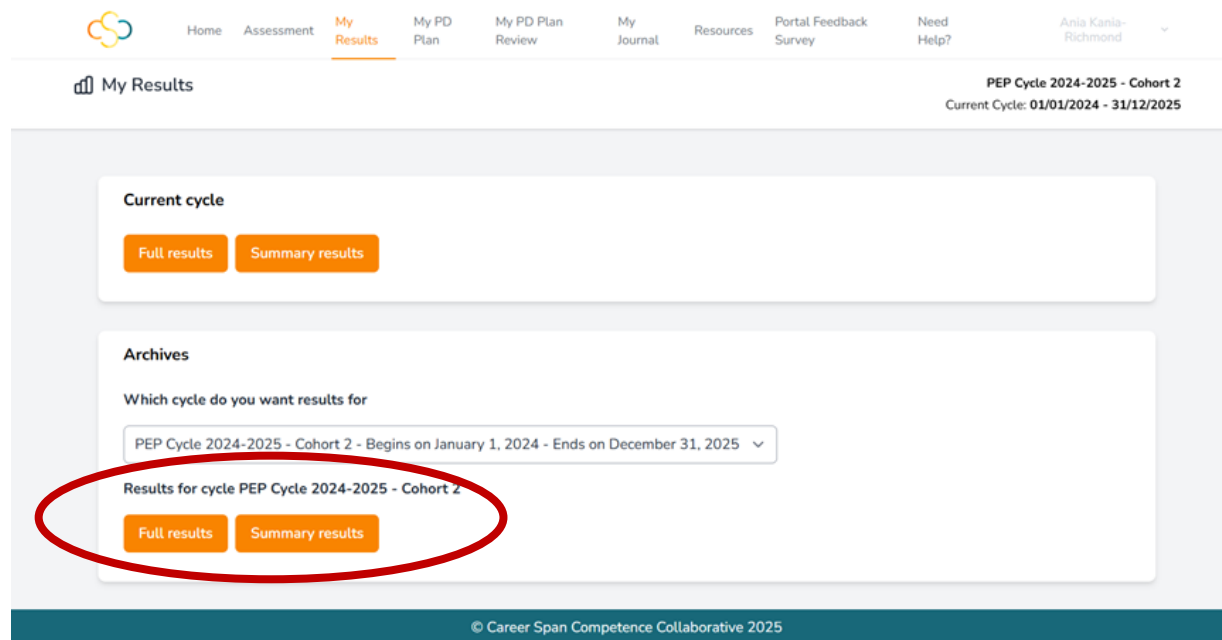
Under “**Which cycle do you want results for**”, click on the drop-down menu and select a cycle:

This screenshot shows the 'My Results' landing page with the 'Archives' section highlighted by a red rectangle. The dropdown menu is open, showing the selected cycle: 'PEP Cycle 2024-2025 - Cohort 2 - Begins on January 1, 2024 - Ends on December 31, 2025'. Below the dropdown, there is a 'Select cycle' label and a list of available cycles, with the same cycle selected. The 'Full results' and 'Summary results' buttons are visible at the bottom of the 'Archives' section. The rest of the page, including the navigation bar and footer, is identical to the previous screenshot.

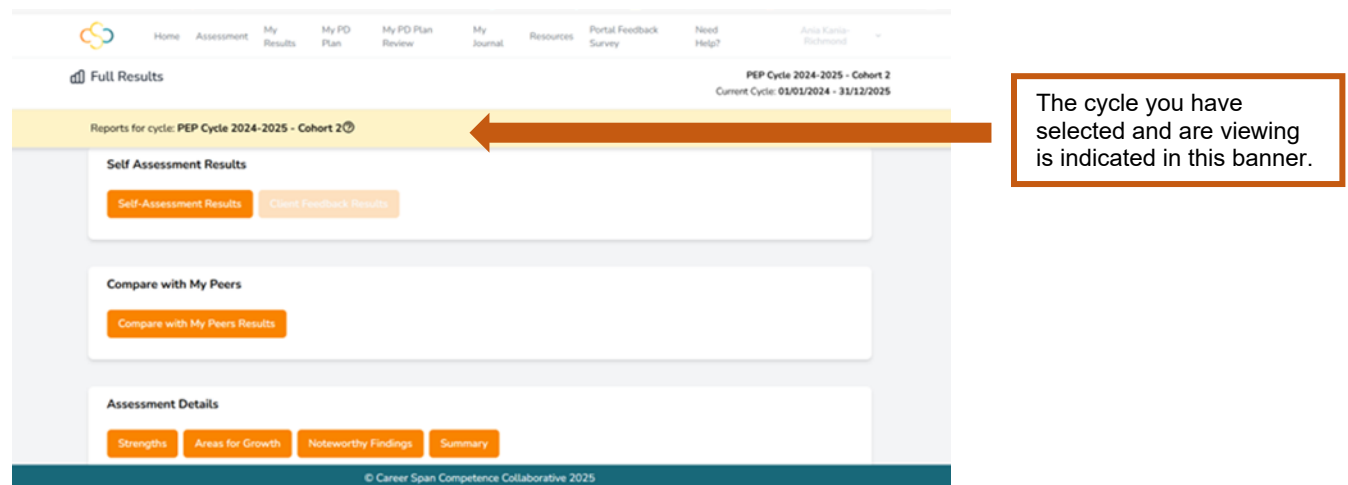
2 | Instructions – Portal Archives

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Once you have selected the cycle (and past self assessment results you want to view), click on “**Full Results**” or “**Summary Results**”:



You can now view your self-assessment results, compare your CSC ratings to that of your peers, and assessment details - highlights of your strengths, areas of growth, noteworthy findings, and summaries:



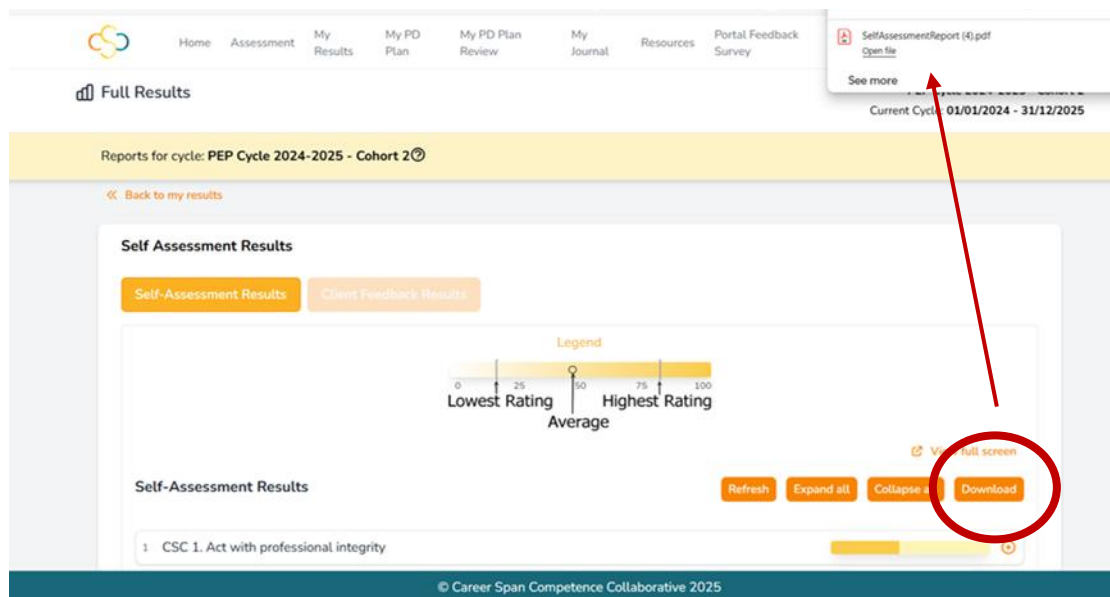
The cycle you have selected and are viewing is indicated in this banner.

When you **submit** a PD plan, it is automatically saved into your archive.

3 | Instructions – Portal Archives

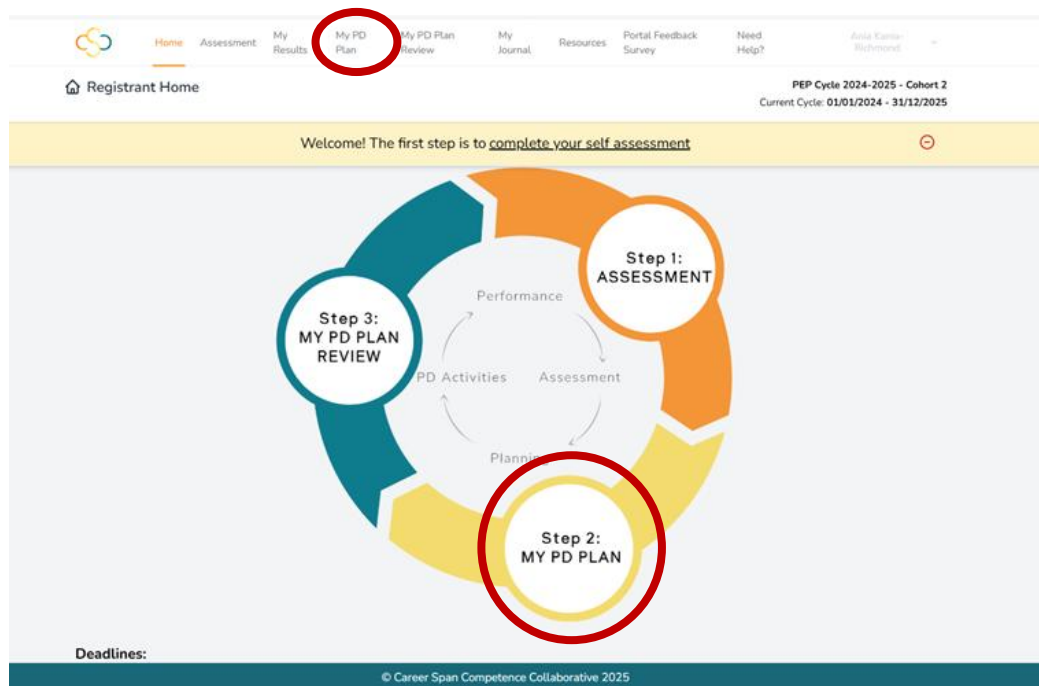
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To save your self-assessment result report for any given cycle as a pdf (external to the portal), click on **“Download”**:



2. Past Professional Development (PD) Plans

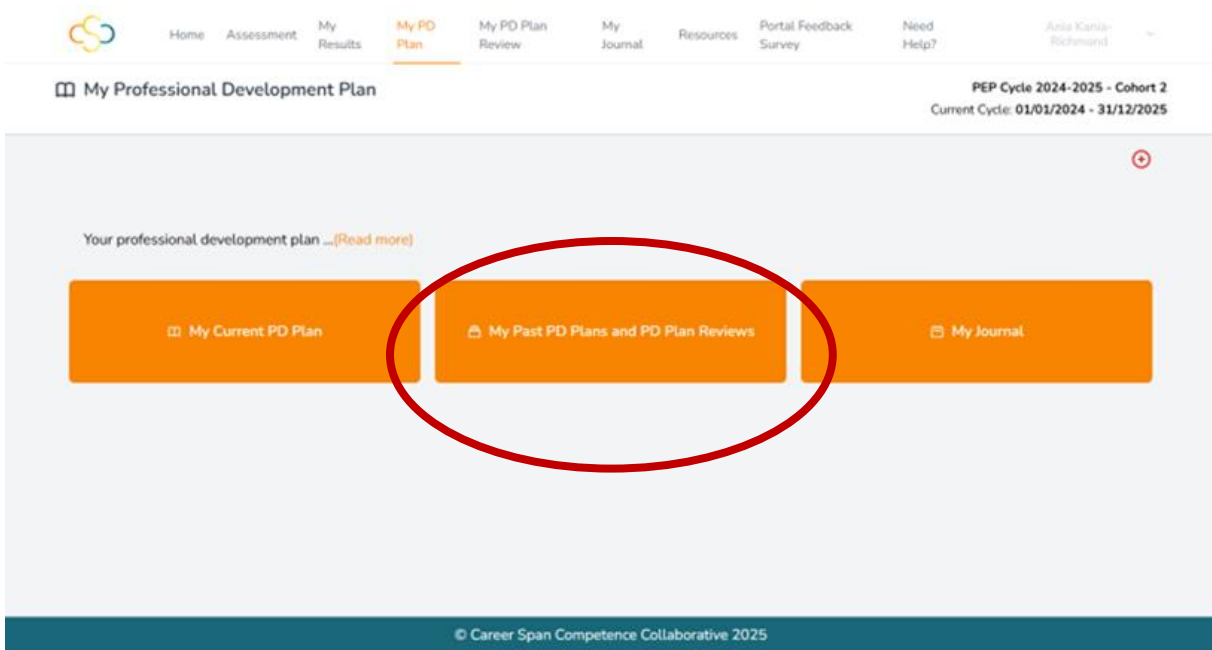
To access, view and/or save your PD plans from previous cycles, click on **“My PD Plan”** on the top navigation bar of the home page figure:



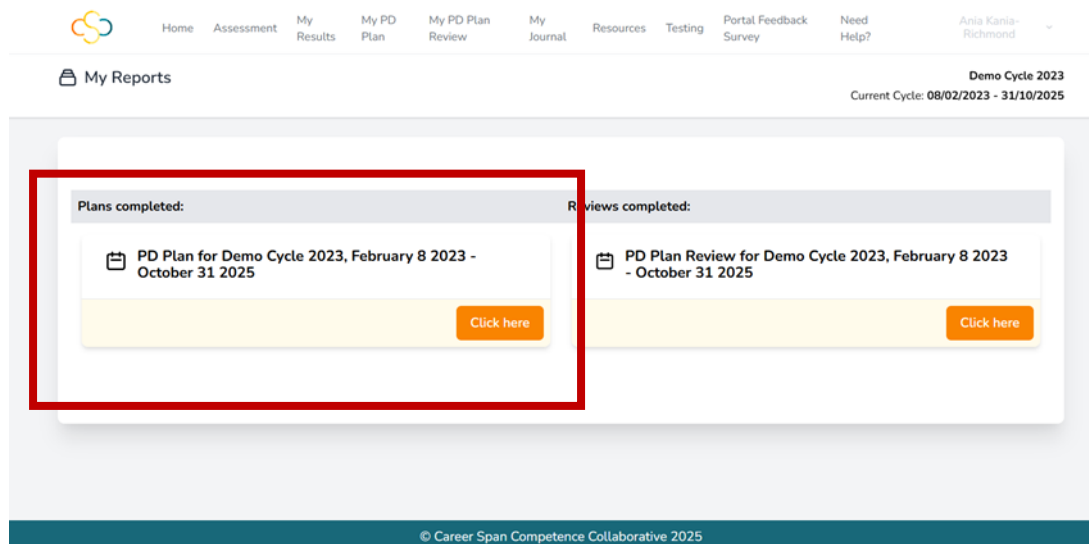
4 | Instructions – Portal Archives

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On the My PD Plan landing page, navigate to and click on the middle orange box **“My Past PD Plans and PD Plan Reviews”**:



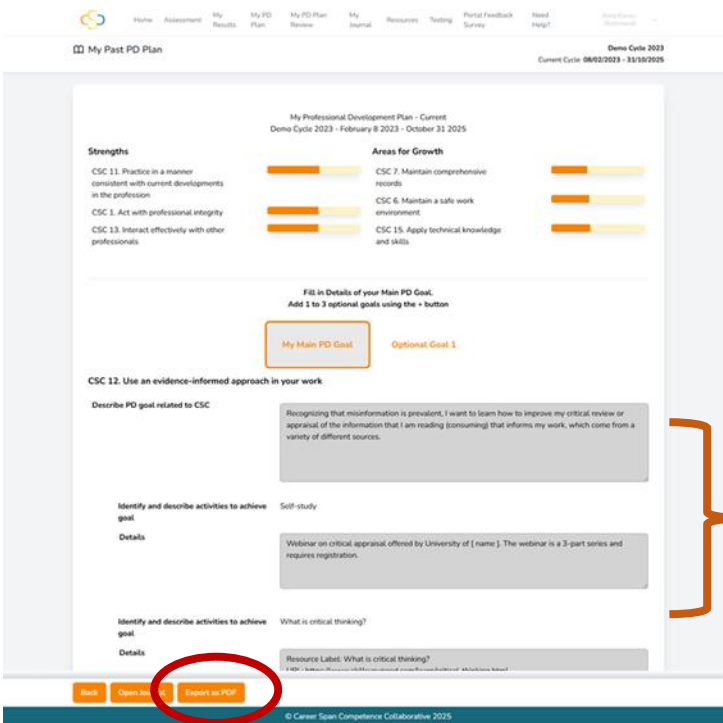
Under **“Plans completed”**, past PD Plans you have completed in each cycle are listed, starting with the most recent. To view your submitted plan for any given cycle, click **“Click here”**:



5 | Instructions – Portal Archives

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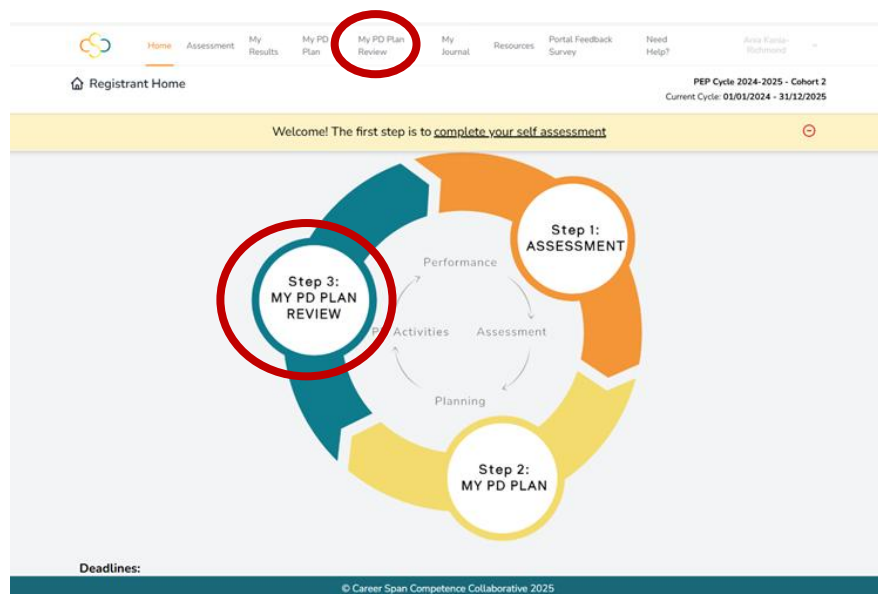
To save a submitted PD Plan for any given cycle as a pdf (external to the portal), click on **“Export as PDF”** at the bottom of the page:



The information you submitted with your PD Plan is indicated in the grey fields and cannot be changed or edited.

3. Past Professional Development (PD) Plans Reviews:

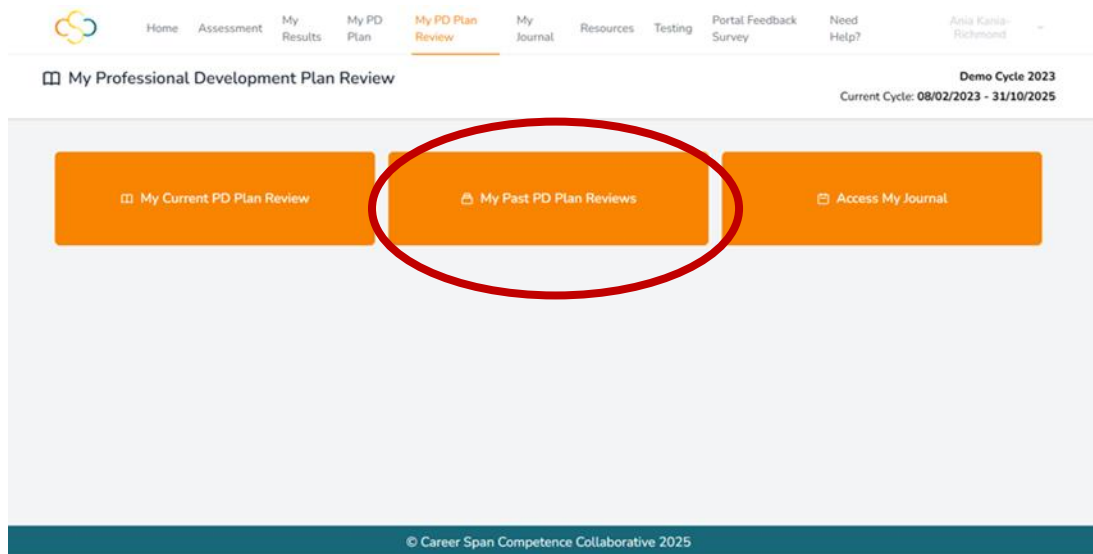
To access, view and your PD plans reviews – the 3rd component of the program - from previous cycles, click on **“My PD Plan Review”** on the top navigation bar of the home page figure:



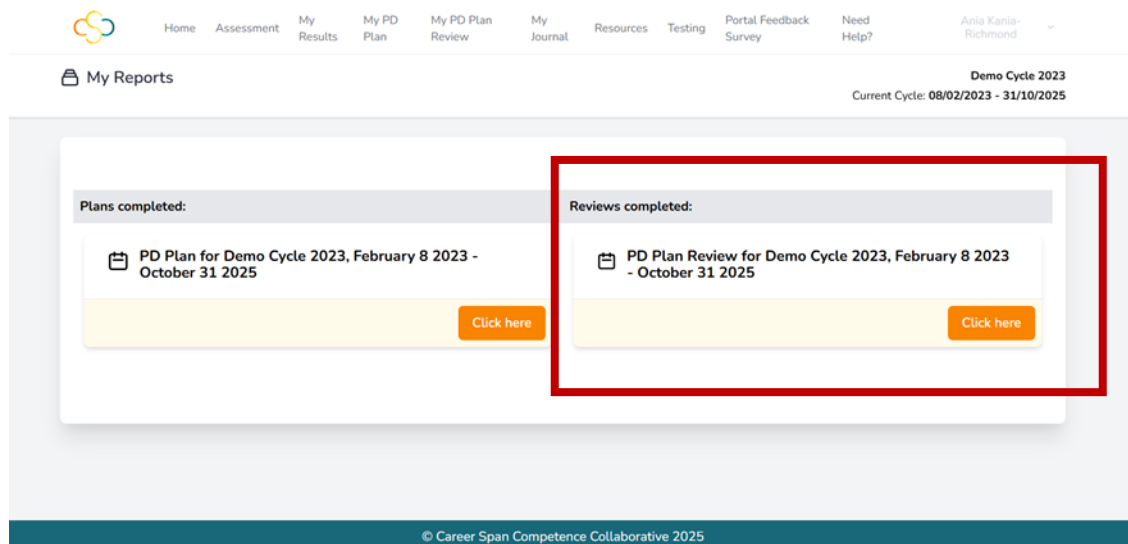
6 | Instructions – Portal Archives

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On the My PD Plan Review landing page, navigate to and click on the middle orange box **“My Past PD Plans and PD Plan Reviews”**:



This time, view reports available under **“Reviews completed”**. Past PD Plan Reviews you have completed in each cycle are listed, starting with the most recent. To view your submitted review for any given cycle, click **“Click here”**:



Note: This is the same landing page when you access past PD Plans.

7 | Instructions – Portal Archives

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To save a submitted PD Plan Review for any given cycle as a pdf (external to the portal), click on **“Export as PDF”** at the bottom of the page:

My Past PD Plan Review

Demo Cycle 2023
Current Cycle: 08/02/2023 - 31/10/2025

My Main PD Goal 60%
CSC 12. Use an evidence-informed approach in your work

Optional Goal 1 40%
CSC 2. Communicate effectively

My Main PD Goal

Optional Goal 1

CSC 12. Use an evidence-informed approach in your work

Description of this PD Goal

Recognizing that misinformation is prevalent, I want to learn how to improve my critical review or appraisal of the information that I am reading (consuming) that informs my work, which come from a variety of different sources.

The Activities of this Goal

Self-study

I completed this activity

Description

Webinar on critical appraisal offered by University of [name]. The webinar is a 3-part series and requires registration.

Taking into consideration all of the PD activities in this cycle, reflect on and respond to the following questions:

Rate how your PD activities in this cycle have affected or will affect your job performance.

1 2 3 4 5
Not at all Extremely

Explain how the activities in this PD cycle affected or will affect your performance:

I enjoyed the self-directed learning and that I was able to go further and explore further in terms of how to apply what I learned to my daily workflow.

152 characters

Did the activities in this PD cycle enhance your ability to competently serve the public?

1 2 3 4 5
Not at all Extremely

Back Open Journal Export as PDF

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The information you submitted with your PD Plan Review is indicated in the grey fields and cannot be changed or edited.

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