

The RSA logo is a red square with the letters 'RSA' in white, positioned in the top right corner of the page.

RSA

Online CPC Driver Portal

Guidelines for CPC Drivers to View CPC Training Records Online

Driver Education Directorate
July 2014

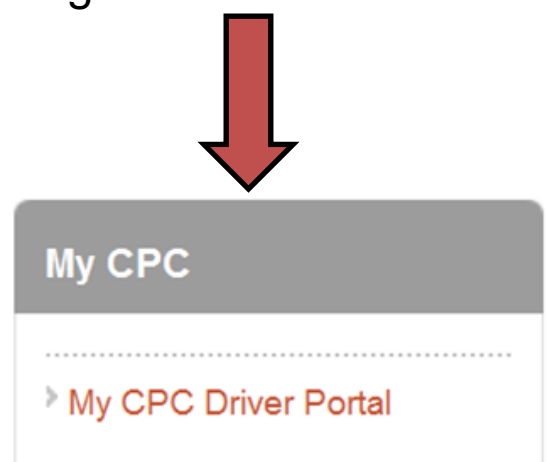
Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

User Guide:

Go to www.rsa.ie, click on [Professional Drivers](#) which takes you to a screen where the user clicks on [Driver CPC](#) located on the toolbar at the top of the page. Click the [My CPC](#) link as shown below.



After clicking the “My CPC” link as shown here on the left you will be redirected to a new page where you must select “My CPC Driver Portal” as seen below. Here you will enter your details and sign in.





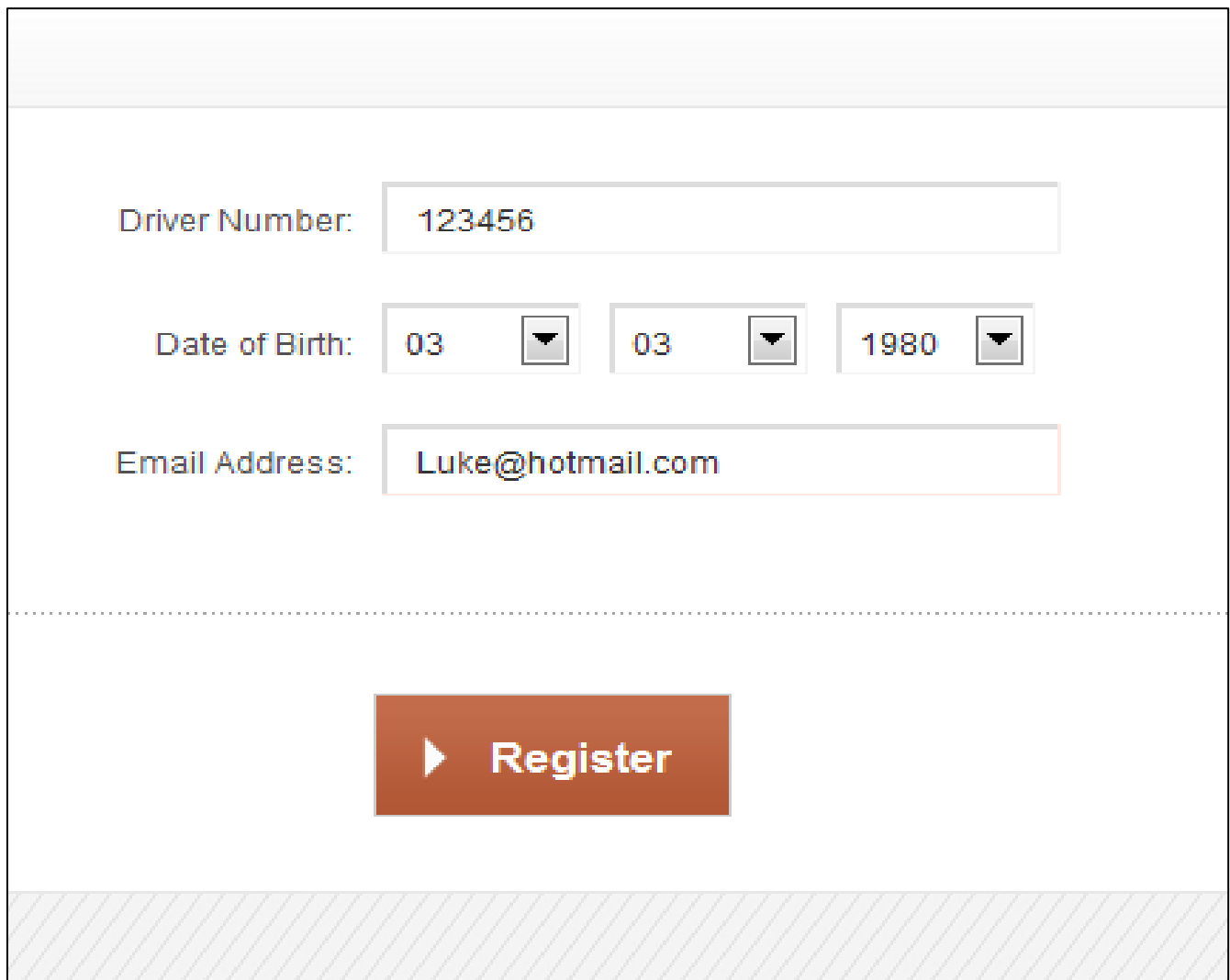
When users arrive at the CPC Driver Portal, they are given the option to either Login or Register. Users will be presented with the screen below and will be asked on their initial visit to register on the Portal. At login stage, users must confirm that they have read the Terms & Conditions using the checkbox shown below.

To register, users will need their:

- Driver Number
- Email address
- Date of Birth

The screenshot shows the CPC Driver Portal interface. At the top left is the logo for DRIVERcpc -RSA, with the text "Driver Certificate of Professional Competence" below it. The main content area is titled "CPC Driver Portal" and is divided into two columns. The left column is titled "Existing User Log-In" and contains a form with three input fields: "Driver Number:" (a text box), "Date of Birth:" (three dropdown menus for DD, MM, and YYYY), and "Password:" (a text box). Below the password field is a link that says "Forgotten your password?". At the bottom of this column is a checkbox with the text "I have read and agreed to the [terms & conditions](#)" and a "Log in" button. The right column is titled "Not Registered?" and contains the text "Register as a driver in order to:" followed by a bulleted list: "View your driver training records", "Download your driver training records", and "View training courses due". At the bottom of this column is a "Register now" button. At the very bottom of the page, there is a footer that says "Questions about this application? Go to our [help section](#)."

Once users click on the  button, the below screen is presented. Fill in your Driver Number, Date of Birth and email address and click  (**Note:** Your Driver Number may be found at line 5 on the old pink driving licence and line 4d on the newly released plastic card driving licence)



The screenshot shows a registration form with the following fields:

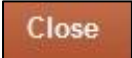
- Driver Number:** A text input field containing the value "123456".
- Date of Birth:** Three dropdown menus for day, month, and year. The first dropdown contains "03", the second contains "03", and the third contains "1980".
- Email Address:** A text input field containing the value "Luke@hotmail.com".

Below the form fields, separated by a horizontal dotted line, is a large orange button with a white right-pointing arrow and the text "Register".

Users will then be presented with the following screen:

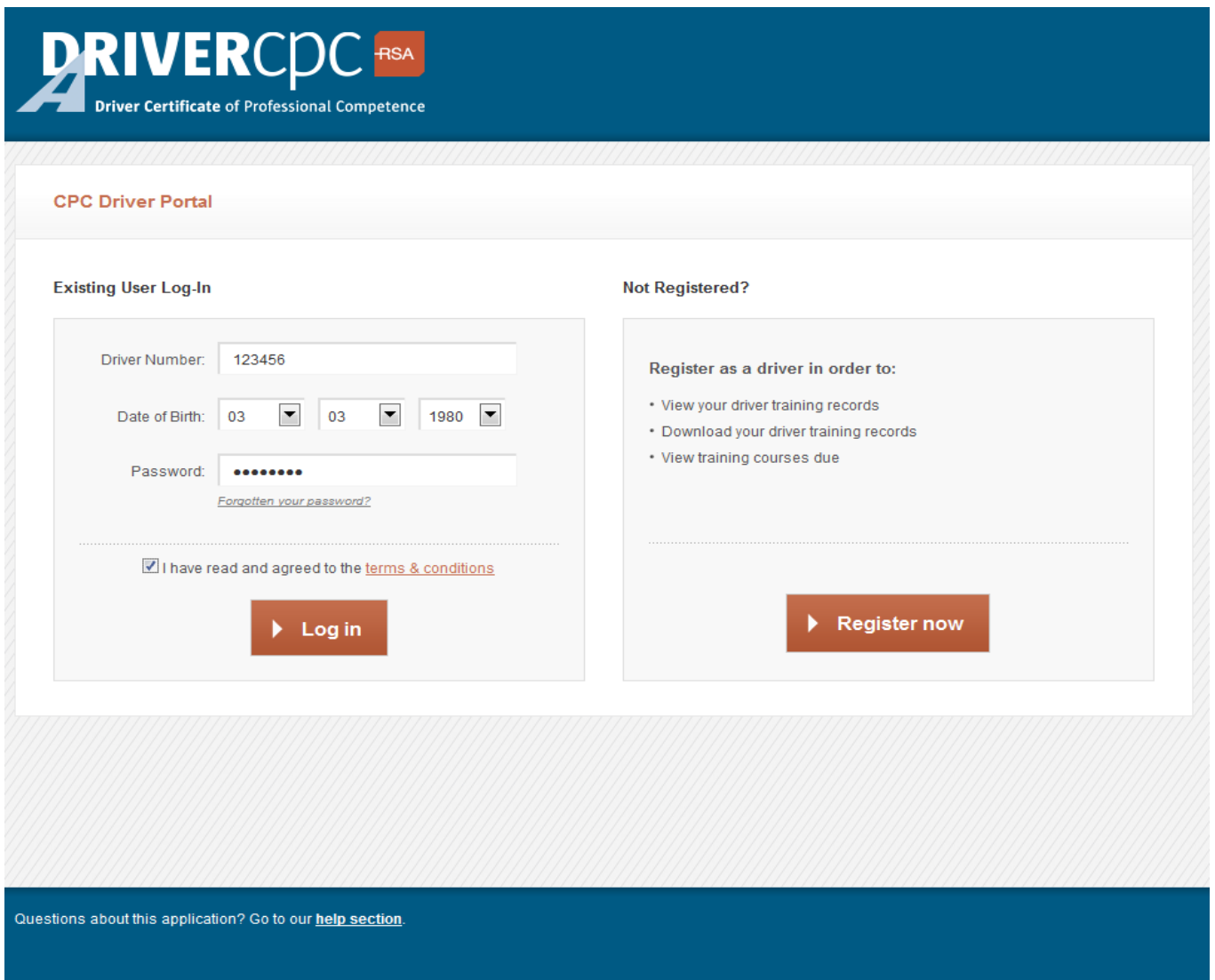


The email sent from the Portal will contain the password used to access the Driver CPC Portal.

Upon clicking  on the “Check your email” screen, the user will be taken back to the initial login screen where the user will enter his/her:

- Driver Number
- Date of Birth
- Password

The user will also be provided with the option of clicking the tick box to acknowledge, that they have read the Terms and Conditions of CPC Portal use.



The screenshot displays the 'CPC Driver Portal' interface. At the top, the logo for 'DRIVERcpc +RSA' is shown, with the subtitle 'Driver Certificate of Professional Competence'. Below the header, the page is titled 'CPC Driver Portal'. The main content area is divided into two sections: 'Existing User Log-In' and 'Not Registered?'. The 'Existing User Log-In' section contains a form with the following fields: 'Driver Number:' with the value '123456', 'Date of Birth:' with three dropdown menus showing '03', '03', and '1980', and 'Password:' with a masked field of seven dots. A link for 'Forgotten your password?' is located below the password field. A checkbox is checked, indicating agreement to the 'terms & conditions'. A 'Log in' button is positioned at the bottom of this section. The 'Not Registered?' section features the heading 'Register as a driver in order to:' followed by a bulleted list: 'View your driver training records', 'Download your driver training records', and 'View training courses due'. A 'Register now' button is located at the bottom of this section. At the very bottom of the page, a footer contains the text: 'Questions about this application? Go to our [help section](#).'

Please note that the user will not be able to log in without acknowledging that they have read and agreed to the terms and conditions of use of the CPC Portal, by clicking on the tick box provided.

Users should familiarise themselves with the terms & conditions which can be accessed by highlighting and clicking on terms & conditions on the box In screen

I have read and agreed to the [terms & conditions](#)

Once logged in, the user will be presented with his/her training records as can be seen on the next page, the orange numerical tags highlighting the following:

1. Links to supporting content and essential reading on the right-hand sidebar to aid the Driver.

2. Completed modules display the Module Name, Training Centre, Trainer, Status, a green tick and the date of completion. The green tick confirms that the training has been completed within the requisite period and is thus compliant.

3. Completed but Non-Compliant Modules display the Module Name, Training Centre, Trainer, Status, a red exclamation mark and date of completion. The red exclamation mark is to signify that in this instance the Driver is not compliant as training was not completed before the end of their training year. Driver needs to notify the RSA in writing of the reason that training was completed late.

4. Uncompleted modules display the Module Name, Status, a grey X and an N/A for the date completed.

5. Once each 5-year CPC cycle has passed, previous modules will be stored separately and a new table of modules will appear for the next 5-year period. There will be a maximum of 10 years of Driver Training Records displayed

Explanation on previous page:

My CPC Driver Portal

Cycle 2

[Update My Details](#)

Module Name	Training Centre	Trainer	Status	Date Completed
Health and Safety of the Professional Driver			⌚ Not Completed	N/A
Minimising risks and Managing Emergencies in the Transport Industries			⌚ Not Completed	N/A
The Professional Bus Driver			⌚ Not Completed	N/A
Role of the Professional Driver in the Transport Industries			⌚ Not Completed	N/A
The Professional Truck Driver			⌚ Not Completed	N/A
Control of Vehicle and Eco Driving Techniques			⌚ Not Completed	N/A

Cycle 1

Module Name	Training Centre	Trainer	Status	Date Completed
Control of Vehicle and Eco Driving Techniques	Castlebar	Jimmy	✅ Completed	27/03/2010
Minimising risks and Managing Emergencies in the Transport Industries	Castlebar	Liam	✅ Completed	25/06/2011
Health and Safety of the Professional Driver	Castlebar	Mary	✅ Completed	14/01/2012
Role of the Professional Driver in the Transport Industries	Ballina	Liam	⚠️ Completed but Non-Compliant	28/07/2012
The Professional Bus Driver			⌚ Not Completed	N/A

Essential Links

- [RSA](#)
- [Frequently Asked Questions](#)

Compliance Explanation

Completed Modules

If you have undergone training in accordance with legislation i.e. undergone seven hours of periodic training per year, your training record will be noted as 'Completed'.

Non-Compliant Modules

The 'Completed but Non-Compliant' Module message signifies that your training record is not compliant. You may not have completed training as required. In other words you may not have completed one training module per year e.g. missed one year and caught up with two or more modules in a subsequent year. In this instance you must e-mail cpc@rsa.ie or write to the CPC Unit of the RSA explaining the reason for your non-compliance. This will enable the CPC Unit to correct your record and change it to compliant.

Working To Save Lives

Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

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