**Sutton Virtual School using CPD Website**

**Please read these instructions very carefully as they will help make your sign-up process and booking on to sessions a lot easier. This website was developed for schools so please ensure you follow all instructions below as some fields will not be relevant for yourself.**

1. Go to [www.suttoncpd.cognus.org.uk](http://www.suttoncpd.cognus.org.uk) and click register in the top right hand corner.
2. For the registration process there will be some not relevant to yourself so please fill in as listed below:





Just to recap, the fields you need to fill in and with what information:

**First name** – Childs first name

**Last name** – Childs last name

**Job Role:** N/A

**Organisation**: Parent/Carers Name

**Borough**: Sutton

**Options**: Sutton Virtual School

**Finance Admin Name/Organisation**: Parent/Carers Name

**Finance Admin Name/Organisation Email**: Parent/Carers Email Address

**Phone Number**: Parent/Carers Contact Number

**School Address**: N/A

**Login details section:**

**Email:** Parent/Carers Email Address

**Confirm Email address**: Parent/Carers Email Address

**Password** – your choice

**Confirm password** – repeat your choice of password

Now you’ve created an account, you will be able to book on to the Sutton Virtual School Events.

**Please note all courses are listed in date order**

Please scroll down to the date of the activity where you will see the events listed or

* Select by category > --Sutton Virtual School to see our current events

Please click on ‘More Information and Booking’ and then accept to the Terms and Conditions and select ‘Book now’ you will be added on to the course and will receive a confirmation email as well as a reminder email a few days before.