CbD Assessment Documents Upload

Uploading your CbD Assessment Documents

1. Log in to InTrain via the RANZCP College website - [https://www.ranzcp.org/home](https://www.ranzcp.org/home) - and click on the InTrain button.

2. Provide your log in details, or if you are already logged in, you will be directed to the InTrain homepage.

3. You will see the following alert on your homepage.
4. Click on the alert and you will see a pop up message as shown below.

4. Click on the link “CbD Assessment Documents Upload page” to open the form. (Please note: You can also access your CbD Assessment Documents Upload form from your Assessment page.)

5. Please read the instructions, upload your Case Summaries and Patient Consents as PDF files, then finalise the form by reading and approving the declaration and clicking the green “Submit” button.

6. Once you have clicked “Submit”, the form will be sent to the College to review.
Returned CbD Assessment Documents

1. If your CbD Assessment Documents have not been accepted by the College, you will receive the following alert on your InTrain homepage:

   ![Alert](image1)

   
   The CbD assessment has been returned

2. Please click on the link, open the form and reupload the required document.
3. Once you have uploaded the correct document, please resubmit.

Accepted CbD Assessment Documents

1. If your CbD Assessment Documents have been accepted by the College, you will receive the following alert on your InTrain homepage:

   ![Alert](image2)

   
   The CbD assessment has been accepted

2. Click on the alert and open the form if you would like to view the form.
3. Please wait to be contacted by the College regarding the next steps.