

UKPHR E-PORTFOLIO USER GUIDE PRACTITIONERS



Introduction to the e-portfolio

Logging on for the first time

You should receive a username and password and a link to the e-portfolio login page from your scheme coordinator.

By clicking on the link, you will be directed to this page:



Health Education Wessex

Health Education Wessex Learning Assistant Eportfolio

UKPHR.Practitioner

Login

[Reset Password](#) [Contact Administrator](#) [Customer Support](#)

Enter your **username** here

Enter your **password** here

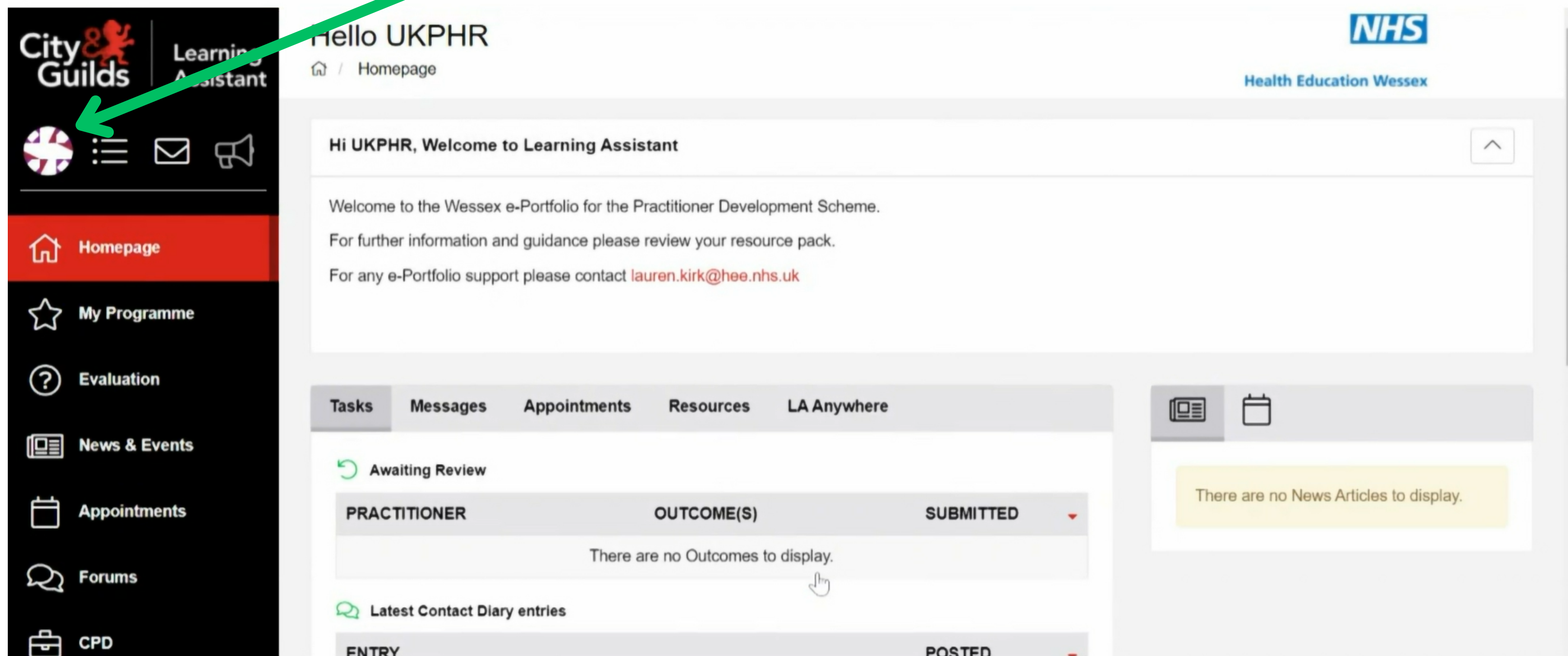
Once you have logged on for the first time you will then be prompted to change your password and accept the terms and conditions of the e-portfolio.

Turning on notifications

We recommend that you turn on notifications to be sent to your email address when changes have been made by your Assessor.

1.

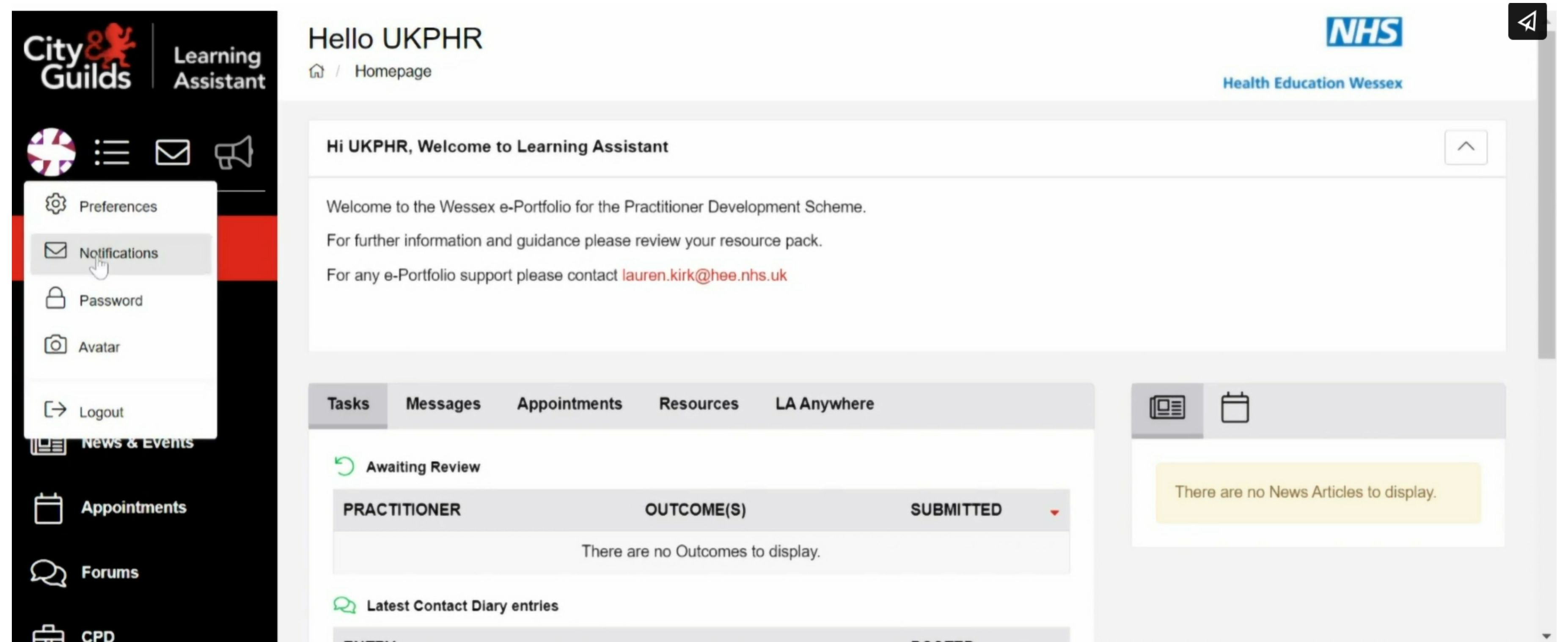
Your avatar



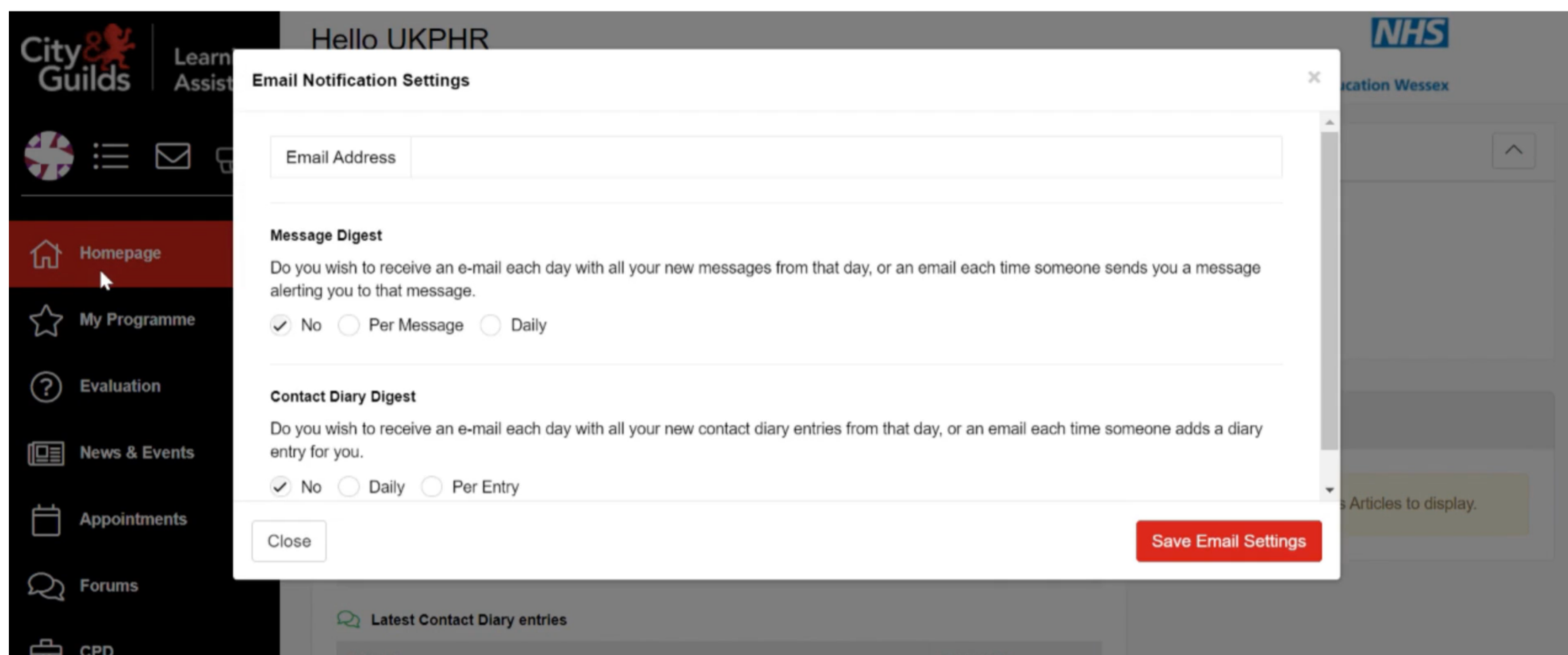
Click on your avatar in the left hand corner.

2.

Click on notifications.



3.

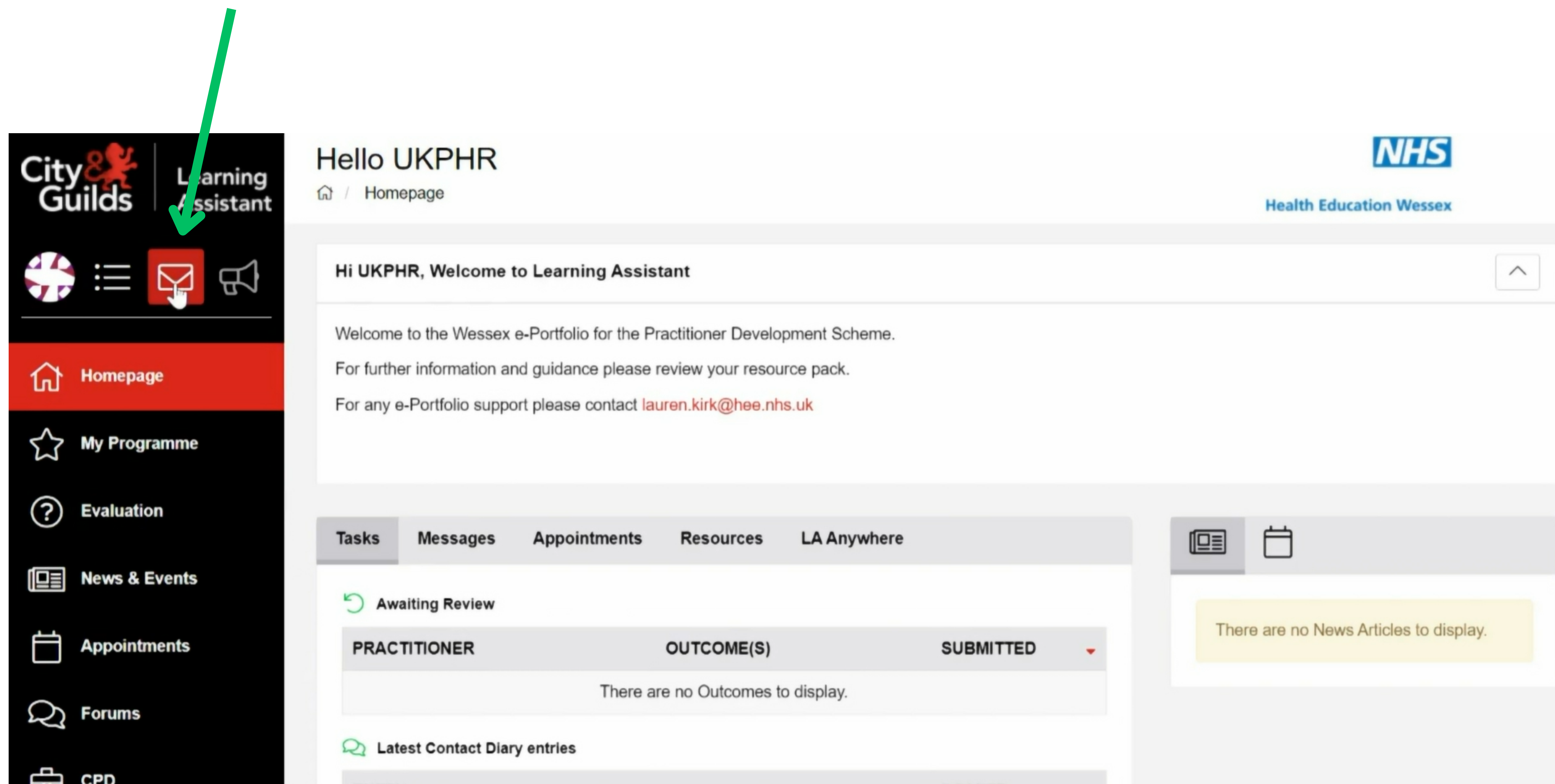


Enter your email address at the top and select your preferences.

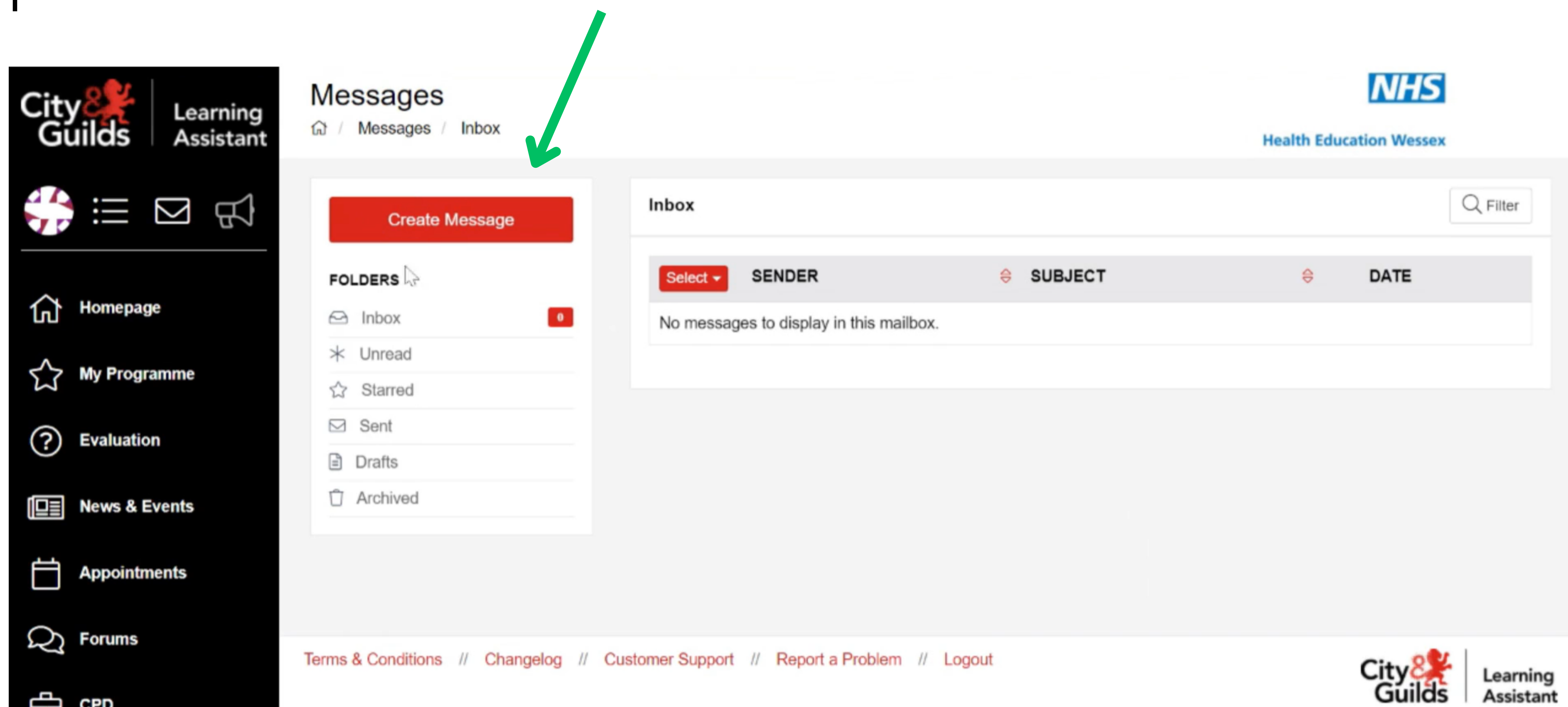
Any new notifications will now be emailed to you.

Viewing & sending messages

You can view and send messages to your Assessor by clicking on the email icon in the left hand corner.



You can then create and send any messages to your Assessor or Verifier. This is where you'll receive any messages through the portfolio.



Finding your way around

1. Homepage

City Guilds Learning Assistant

Hello UKPHR

Hi UKPHR, Welcome to Learning Assistant

Welcome to the Wessex e-Portfolio for the Practitioner Development Scheme. For further information and guidance please review your resource pack. For any e-Portfolio support please contact lauren.kirk@hee.nhs.uk

Tasks Messages Appointments Resources LA Anywhere

Awaiting Review

PRACTITIONER	OUTCOME(S)	SUBMITTED
There are no Outcomes to display.		

Latest Contact Diary entries

You can view any tasks that you may have been set by your Assessor, including clarifications and resubmissions.

2. My Programme

On this page you can view your courses.

You can see all of the public health practitioner standards, any diary entries you have uploaded and track your progress.

City Guilds Learning Assistant

Programme

Courses

UKPHR 2019 - Public Health Practitioner Standards 2... 47 DIARY ENTRIES 0 UPCOMING REVIEWS Started: 0% Completed: 2% Expected: 0%

1 2 3 4 5 6 7 8 Supporting Documents

Click here to access the Course Folder page

3. Course Folder

City Guilds Learning Assistant

Course Folder

UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)

Started 0% Completed 2% Expected 0%

Assessors: UKPHR Assessor Verifiers: UKPHR Verifier

Course Evidence Registration Contact

UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)

1 - 1 Practising professionally, ethically and legally STARTED

> 1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work. Not Started

This is the main page that you'll be using throughout uploading evidence onto your e-portfolio.

Under the '**Course**' tab, you can see all the standards you need to evidence.