UKPHR E-PORTFOLIO USER GUIDE

PRACTITIONERS

Introduction to the e-portfolio

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Logging on for the first time

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

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

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-portolfio.
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 you way around

1. Homepage

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.

3. Course Folder

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.