UKPHR E-PORTFOLIO USER GUIDE

PRACTITIONERS





July 2023

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 dircted to this page:

Public-Health Practice Credibility



Health Education Wessex

Health Education Wessex Learning Assistant Eportfolio





Once you have logged on for the first time you will then be prompted to change your passwrod and accept the terms and coditions 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.



Click on your avatar in

\bigcirc	Evaluation										
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	News & Events	S Awa	iting Review						-	-	
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the left hand corner.

2.

Click on notifications.

City Learning	Hello UKPHR			NHS Health Education Wesser	
 Preferences Notifications Password 	Hi UKPHR, Welcome to Learn Welcome to the Wessex e-Portfo For further information and guida For any e-Portfolio support please	hing Assistant lio for the Practitioner Development Sch nce please review your resource pack. e contact lauren.kirk@hee.nhs.uk	eme.		
AvatarC→ Logout	Tasks Messages Appo	intments Resources LA Any	where		
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Latest Contact Diary entries

BOOTED

3.

City Gu	Learn Learn Assist	Hello UKPHR Email Notification Settings	×	NHS acation Wessex
÷		Email Address	Î	
厽	Homepage	Message Digest Do you wish to receive an e-mail each day with all your new messages from that day, or an email each time someone sends you a message alerting you to that message.		
\sum	My Programme	No Per Message Daily		
?	Evaluation	Contact Diary Digest		
	News & Events	Do you wish to receive an e-mail each day with all your new contact diary entries from that day, or an email each time someone adds a diary entry for you.		
Ö	Appointments	Close Save Email Settin	ngs	s Articles to display.
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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 toyour Assessor by clicking on the email icon in the left hand corner.



Hello UKPHR

Messages

🔂 / Messages

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 phs uk



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Health Education Wessex

Evaluation Tasks Messages Appointments Resources LAApywhere	
Image:	
Appointments OUTCOME(S) SUBMITTED -	
C Forums	
Latest Contact Diary entries	

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





Health Education Wessex

	Create Message	Inbox			Q Filt
	FOLDERS	Select - SENDER	⊖ SUBJECT	⊖ DATE	
Homepage	🗠 Inbox 🛛 💽	No messages to display in this mailbox.			
My Brogramma	★ Unread				
my Programme	☆ Starred				
Evaluation	Sent Sent				
	Drafts				
News & Events	Archived				
Appointments					
Forums	Terms & Conditions // Changelog /	/ Customer Support // Report a Problem // Log	out		1
	Terms & Conditions // Changelog /	Customer Support // Report a Froblem // Logo	Jui	City	Lea

Finding you way around

1. Homepage

City Learning Guilds Assistant	Hello UKPHR	THE Health Education Wessex	
	Hi UKPHR, Welcome to Learning Assistant		You can view any tasks that you
슈 Homepage	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		may have been set by your
My Programme			Assessor, including
Evaluation	Tasks Messages Appointments Resources LA Anywhere		clarifications and
News & Events	S Awaiting Review	There are no News Articles to display	resubmissions.
Appointments	PRACTITIONER OUTCOME(S) SUBMITTED -	There are no News Articles to display.	

C Forums	There are no Outcomes to display.	
	Latest Contact Diary entries	
CPD	ENTRY	BORTED

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.



Click here to access the Course Folder page

3. Course Folder

City Learning Guilds Assistant	Course Folder	Health Education Wessex
	UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019) 🗄 Unit Selection 🗋 Declaration 🖽 Assessment Log
Homepage	Started 0% Completed 2% Experience	cted 0% Assessors Verifiers
Evaluation	Course Evidence Registration Contact	
News & Events	UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)
Q Forums	1 - 1 Practising professionally, ethically and legally	1 STARTED
CPD	1.1 - 1.1 Comply with statutory legislation and practice requirements in	n 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.