**ePortfolio Quick Guide for Nurses**

**Ko Awatea LEARN and Mahara**

**Accessing your ePortfolio**

1. Go to on the Intranet.
2. Log into 
3. Enter your work email address and password. 
4. Go to  Find by Organisation, Waikato DHB
5. Scroll down to “*Search for courses in category: Waikato DHB”* and type **PDRP** then click Go.
6. Click on 
7. You are now in 
8. Go to 
9. You are now in the *“Welcome”* screen
10. Click on top right of screen
11. Click on **Create** then **Pages and Collections**.
12. Click **Copy** ( at top right hand side)
13. From “*Copy a Page or Collection*” scroll down to find **PDRP template**
14. Click the button opposite the template called **Copy Page.**

**Editing your content**

1. This takes you to “*PDRP Settings*” page. This is where you create your ePortfolio page.
2. Using “*Page Title Section*”Type in your **First Name, Surname, PDRP Level and Year – Non DHB** e.g. Jane Citizen Competent 2019 Non DHB. Scroll to bottom of page and click **Save.**
3. For **non DHB applicants**, please add NON DHB after the Year e.g. Jane Citizen Competent 2019 Non DHB. Scroll down to bottom of page Click **Save.**
4. You will now see ePortfolio divided into sections e.g. Administration, Personal & Employment etc and explanation of what is required to be uploaded into each section.

You have now created your ePortfolio ready to upload your documents into.

**UPLOADING DOCUMENTS**

1. From the top right hand corner of your ePortfolio click on to take you to edit screen where you can upload/edit/add your documents.
2. Each section will have a configure icon opposite it on this edit screen. ![C:\Users\GardnerS\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Configure_alt_3[1].png]() Click on this icon.
3. To “Upload File” click **Browse** to find your document pertaining to that area and upload. Follow the prompts. Click **Save**

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**FINAL STEP**

**Sharing with appropriate Group**

1. Go into your ePortfolio.
2. Go to (edit) icon – top right hand.
3. Click  Share
4. Go to 
5. Scroll down to share with appropriate **GROUP**:
* Waikato PDRP New 2019
* Waikato PDRP Update 2019
1. A Search box will come up – scroll down to **Admin**
2. Go to the calendar date **FROM** enter the date that you will start to share your portfolio
3. Go to calendar date **TO** enter the date – 6 months from your submission date. This is also the date that your portfolio will be unshared with the PDRP Office.
4. Click **Save**

Your portfolio has now been submitted and the PDRP Administrator will acknowledge receipt of the portfolio.

**To maintain confidentiality of your EPF**

The PDRP team will email you with the assessor’s name and supply a guide on how to share your portfolio with your assessor.

It would be appreciated that this action is completed upon receipt of email.

Assessors have up to 4 weeks to assess your portfolio.

If further evidence is required, your assessor will give you a due date that this needs to be completed by.

Once completed, a further 2 weeks is given to complete the paperwork.