

# How to print your APC

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**The first page of these instructions is a reminder of how to get to your ePortfolio. If you are familiar with this please go to page 2.**

## Accessing eLearning and the ePortfolio

The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

### Step 1:

From the Hutt Valley intranet page, click on then click eLearning – Ko Awatea LEARN

LEARNING & DEVELOPMENT



Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

### Step 2:

Click on the Ko Awatea LEARN elearning logo and login.  
If you are unable to login please contact the elearning Coordinator for assistance.



### Step 3:

Click **Find courses** and **Find by organisation** and click Hutt Valley DHB.

HVDHB - ePortfolio gateway for Nurses

Find the **HVDHB - ePortfolio Gateway for Nurses** and click on the course.

Once you have done this once the HVDHB - ePortfolio Gateway for Nurses will appear in your course list and can be accessed from there in future.

### Step 4:

If this is your first time we recommend you read through the guides for completion of an ePortfolio in the "Creating your ePortfolio" tab.

To directly access the ePortfolio click on the "Access the ePortfolio here" tab and click on the "Access the ePortfolio" or click on the link under Quick link to Mahara.

**Quick Link To Mahara**

If you have already read through the information in the course and you just want to quickly access Mahara and your portfolio [click on this link](#)

**PLEASE NOTE:** There are known issues with accessing ePortfolios from home when using Internet Explorer as your browser. Please try Firefox or Chrome instead!

**Course Contact**

**Welcome**

Welcome to the gateway for your ePortfolios

**PLEASE NOTE:** The ePortfolio is currently only open to nurses who are employees of Hutt Valley DHB.

The page that you are viewing will change colour in the tabs e.g. the first tab that will show by default is Creating your ePortfolio and you will note the change in tab colour.

WHidden Wiki to share tasks, thoughts etc

[Creating Your EPortfolio](#) [Competence Assessors Or Peer Reviews](#) [Managers](#) [Portfolio Assessors](#)

[Supporting Documents](#) [Access The EPortfolio Here](#)

Please click this link to access the ePortfolio.

[Access the ePortfolio.](#)

# How to print your APC

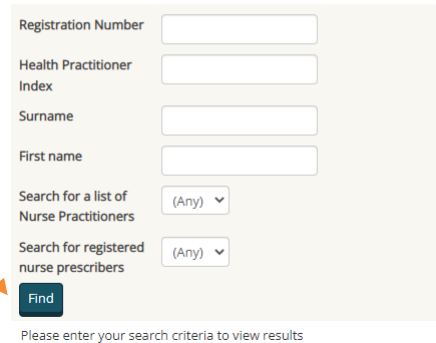
## Step 5: Download your APC as pdf

Go to the NCNZ website and navigate to the Register of Practising Nurses, or use the link below

[https://www.nursingcouncil.org.nz/NCNZ/Public\\_Register/NCNZ/Public\\_Register.aspx](https://www.nursingcouncil.org.nz/NCNZ/Public_Register/NCNZ/Public_Register.aspx)

When the page appears, enter your APC number into the “Registration number” box and click “Find”.

## Rēhita o Ngā Tapuhi Wainga Register of Practising Nurses



Registration Number

Health Practitioner Index

Surname

First name

Search for a list of Nurse Practitioners (Any) ▼

Search for registered nurse prescribers (Any) ▼

**Find**

Please enter your search criteria to view results

## Step 6:

Your APC details will then appear in a new Popup window over the top of the register window.

To print your APC to PDF, click “**Print this profile**” at the top of the popup window.



Print this profile

### Profile information

## Step 9:

A new window should open giving you several printer options. These options will differ depending on where you are working and whether you are at home or work. However, you should see an option with **PDF** in the name, E.g. Microsoft Print to PDF.

Choose the correct option and click “**Print**”.

## Step 10:

Before pressing “**Save**”,

Find a location for the file that you will remember, e.g. your desktop, your documents, your PDRP folder.

Name the file, e.g. APC First Name Last name 2022-2023

Under the file name, check that the “save as type” box reads “PDF Files (\*.pdf)”.

Then click “**Save**”

## Step 11: Uploading your APC to your ePortfolio

For help with uploading documents to your ePortfolio please see *ePort4: Uploading documents to ePortfolio*.

If you find that a correction is needed on this ‘How to...’ guide please contact the Nurse Coordinator Professional Development.