

How to print your APC

Document author:
Nurse Coordinator Professional
Development
Authorised by:
Nurse Director Policy & Practice 2DHB
Issue date: 30/10/2022
Review date: 30/10/2023
Date first issued: 2020
Document ID: ePort12

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:

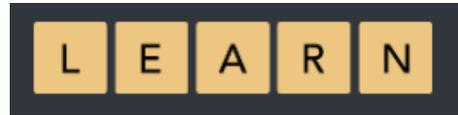
From the Hutt Valley intranet page, click on then click eLearning – Ko Awatea LEARN



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

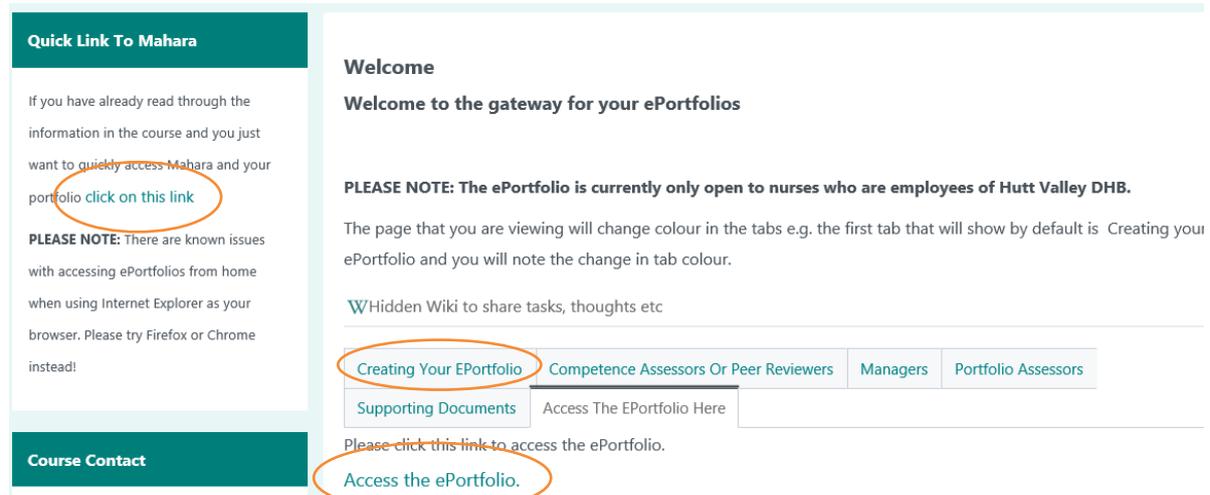
Find the **HVDHB - ePortfolio Gateway for Nurses** and click on the course.

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**.



The screenshot shows the ePortfolio gateway interface. On the left, there is a sidebar with a 'Quick Link To Mahara' section containing a link 'click on this link' circled in orange. Below it is a 'Course Contact' section. The main content area has a 'Welcome' message and a 'PLEASE NOTE' section. Below the note, there is a navigation bar with tabs: 'Creating Your EPortfolio' (circled in orange), 'Competence Assessors Or Peer Reviews', 'Managers', and 'Portfolio Assessors'. Below the navigation bar, there is a 'Supporting Documents' section with a link 'Access the ePortfolio' circled in orange. At the bottom, there is a 'Please click this link to access the ePortfolio.' section with a link 'Access the ePortfolio.' circled in orange.

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

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

Search for registered nurse prescribers

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.



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.