How to Get Started with the ePortfolio

Document author: Nurse Coordinator Professional Development **Authorised by:** Nurse Director Policy & Practice 2DHB **Issue date: 11/09/2023** **Review date: 31/08/2024** **Date first issued:** 2020 **Document ID:** ePort1	**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

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

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, navigate to **Ko Awatea LEARN.** See image (right) for guidance. You can use either option highlighted in yellow.

Alternatively, you can use the following web address:
https://koawatealearn.co.nz/
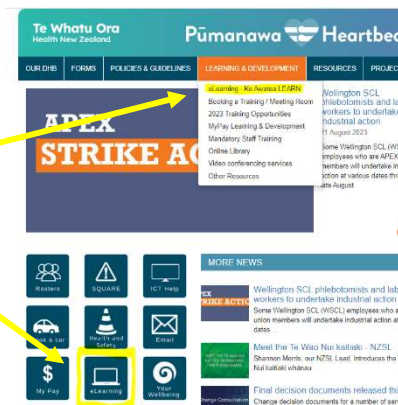
Step 2:

Click on the Ko Awatea LEARN elearning logo (see image right).

Login using your Ko Awatea username and password.

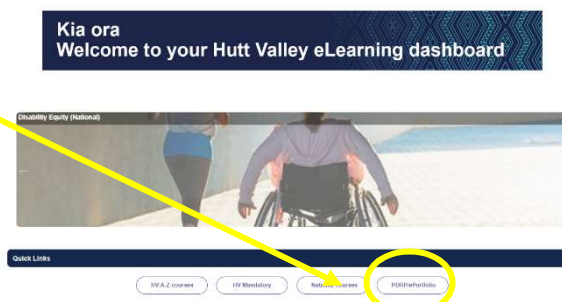If you are unable to login please contact the elearning Coordinator for assistance, training@huttvalleydhb.org.nz

Step 3:

Select the PDRP/ePortfolio button under Quick Links.

If you have not used ePortfolio before it will ask you to enrol in the course. Click the enrol button when prompted.

Step 4:

Welcome to the gateway. If this is your first time accessing the ePortfolio, we recommend you read through the guides for completion of an ePortfolio under the heading **Creating your ePortfolio.**

To move through the gateway into your ePortfolio homepage please click the link under **Quick Link to Mahara.**

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Step 5:

Next you will see a welcome page with 3 blue menu options, access to ePDRP instructions, your portfolio section, and your groups.

You must join a group in order to access the ePortfolio templates and to submit your portfolio.
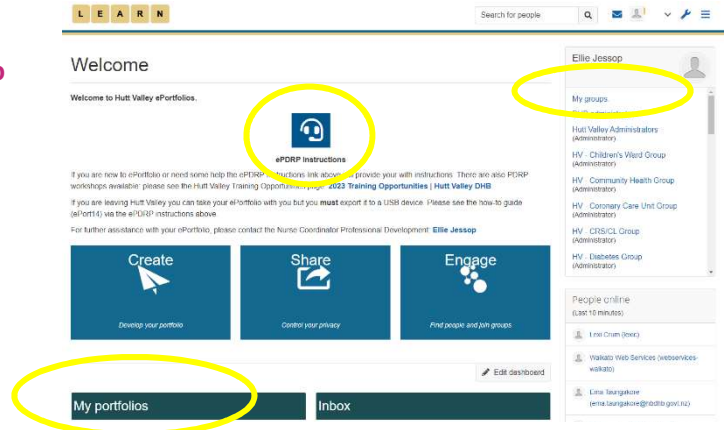
Step 6: Finding your Group(s)

Note: If completing a Competent or Proficient portfolio please find your ward/department group.

If completing an Expert, Senior or Accomplished portfolio, you will ALSO need to find the *HV – Expert, Senior & Accomplished assessment group.*
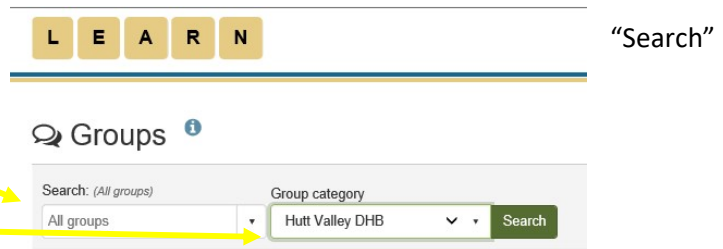
To find your group(s) click the "**engage**" button.

Step 7:

On this next screen use the arrow next to the box to choose "All groups"   "Search"

and in the "Group category"
use the arrow to select "Hutt Valley DHB".

Step 8:

When the list of groups appears scroll down to find your Ward/Department group and click on the "**Request to join this group**" button next to the group.

You will be asked to submit a reason. Please add any note necessary to explain why you want to access this group, however, you do not have to do this.

Then click "**Request"** at the bottom
Your manager will then receive a request to approve your access.
Once your access has been granted you can use the how-to guide *ePort2: How to Create an ePortfolio* to help you with the next steps.
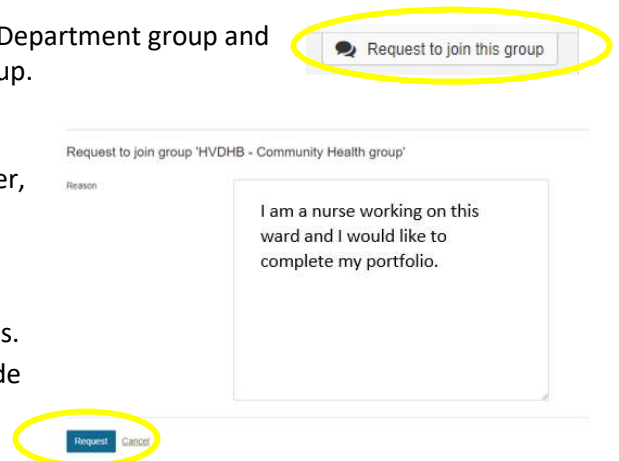
If you find that a correction is needed on this how-to guide please contact the
Nurse Coordinator Professional Development.