How to add your Annual Practicing Certificate (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

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, and if logging in from a home computer, you can use the following web address:
https://koawatealearn.co.nz/
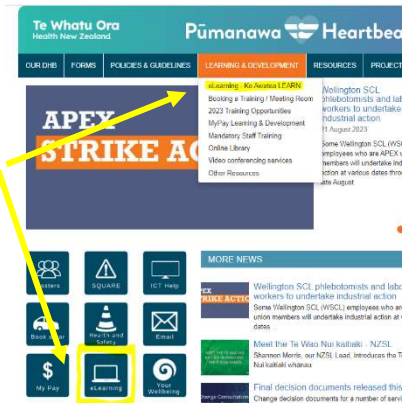
Step 2:

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

Login using your Ko Awatea username and password.

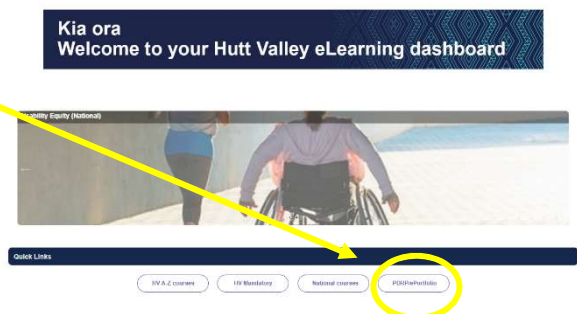If you are unable to login please contact the elearning Coordinator for assistance, training@huttvalleydhb.org.nz

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.**

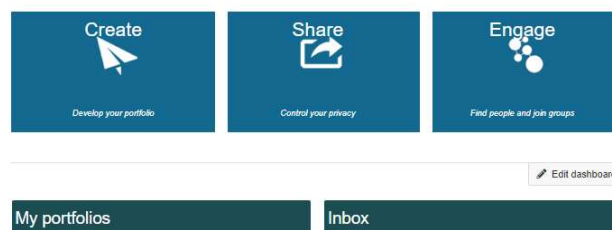# How to add your Annual Practicing Certificate (APC)

Step 5: Access your portfolio:

Under 'My portfolios' you should see the portfolio you have created. Click on your portfolio to enter.

Step 6: Download your APC as pdf

In a new window/tab of your internet browser 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

Step 7:

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

Step 8:

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

To save a copy to your computer, 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**" or "**Print**", which ever option your particular computer gives you.

Step 11: Uploading your APC to your ePortfolio

For help with uploading documents to your ePortfolio pleasee 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.