How to share your portfolio using a secret URL

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.
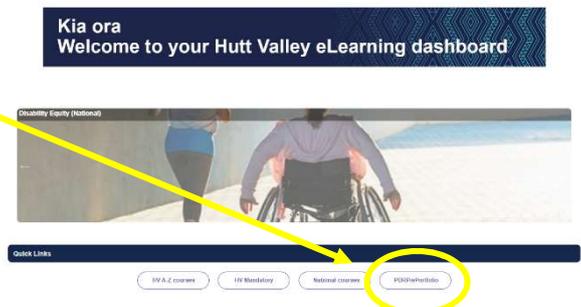
Step 4:

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.**

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Step 5: Access your portfolio:

Under 'My portfolios' you should see the portfolio you have created. Click on your portfolio to enter.
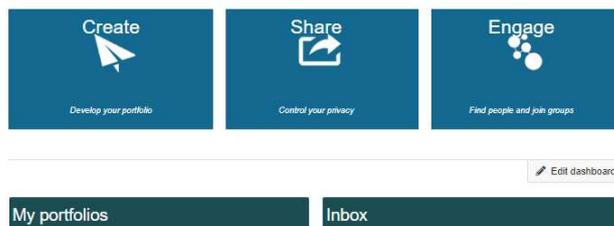
Step 6:

The secret URL function in share allows you to create a link to your ePortfolio that can be sent to and used by someone who does not have Ko Awatea access, or a manager who is not a nurse.

To do this, from any page of your portfolio, select the three dots or "meatballs" menu on the upper right of your screen and select "Manage access".
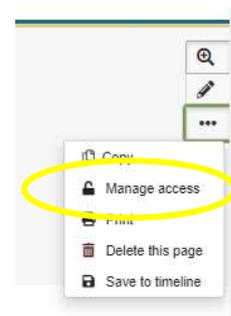
Step 7:

Click the **"+ New secret URL"** button.

Step 8:

Use the overlapping page icon to copy the link. Then press "**Save**".

If the URL is no longer required use the rubbish bin icon to delete. This will stop access for anyone using the URL.

Step 9: Sending the URL

To email this secret URL, open up a blank email and fill in the usual sender information for the person you are sending it to. In the message section right click the mouse and press "paste".

Remember, you may want to include some instructions on how to navigate through your portfolio when you send the secret URL.

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