How to Get Started with the ePortfolio

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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

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

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.

Then select the Ko Awatea LEARN elearning logo.
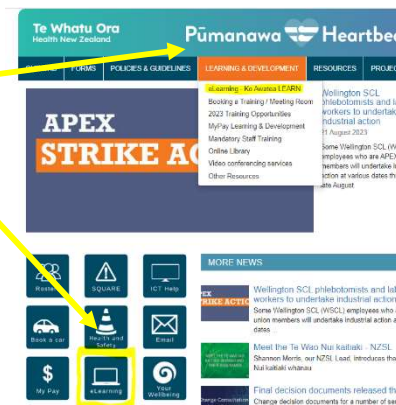
Alternatively, and if logging in from a home computer, you can use the following web address: https://koawatealearn.co.nz/

Step 2:

Login using your Ko Awatea username and password.

If you have forgotten your password then please use the "forgotten password" link.

For any other login difficulties please email the elearning Coordinator for assistance, training@huttvalleydhb.org.nz including Ko Awatea in the subject title.

Step 3:

Select the PDRP/ePortfolio button under Quick Links.

Note: If this is the first time you are using the ePortfolio the next screen will ask you to enrol in the course. Select the enrol button when prompted.
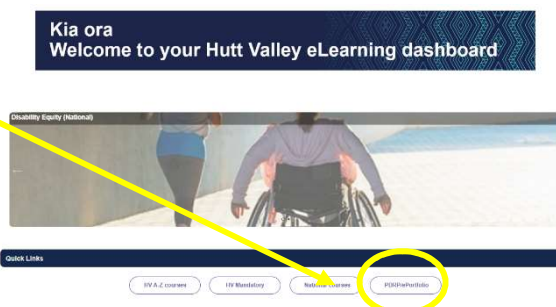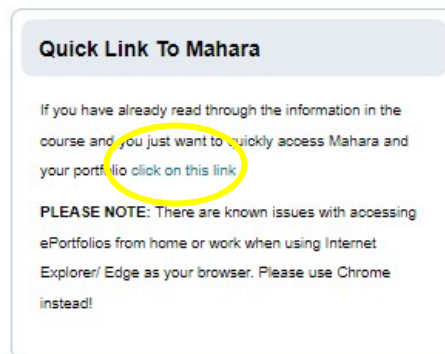
Step 4:

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 to your ePortfolio homepage please select the link under **Quick Link to Mahara** on the left of your screen as shown in the image (right).
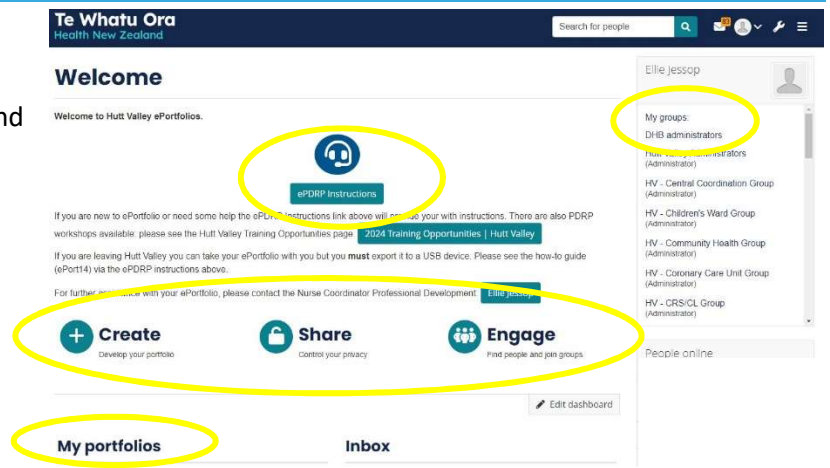
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Step 5:

Next you will see a welcome page with 3 blue menu options, access to ePDRP instructions, and the "My portfolios" and "My groups" sections.

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 you work in primary or aged care, please join the *HV – PHO, NGOs, ARC & other community partners* group

If completing an Expert, Senior or Accomplished portfolio, you will ALSO need to find the *HV – Expert, Senior & Accomplished assessment group*.
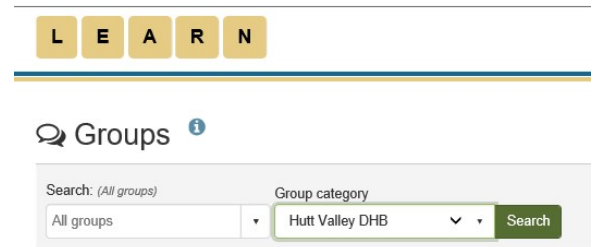
To find and join your group(s) click the "**engage**" button.
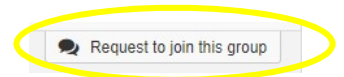
Step 7:

On this next screen use the drop down arrows to choose "All groups" and in the "Group category" select "Hutt Valley DHB".

Then click the search button.

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.
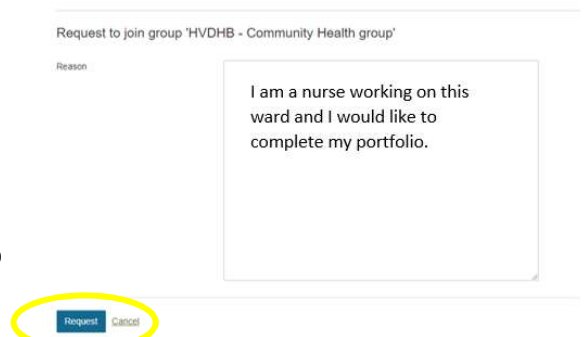
Note: The list of groups is in alphabetically order and crosses 4 pages so you may have to page 2, 3 or 4 to find your group.

On the next screen 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**".

The administrator(s) for that group will then receive a request to approve your access. Please follow up with your manager or nurse educator if access is delayed.

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.