

# 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.**

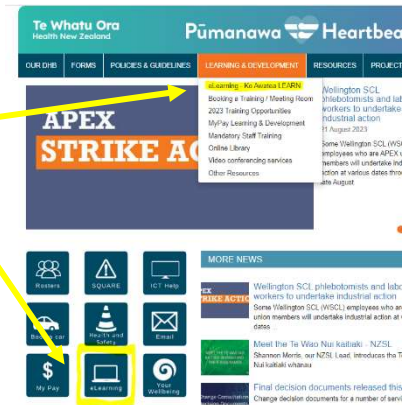
**Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.**

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.

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.

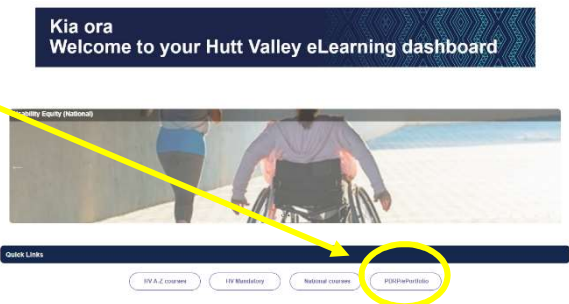
If you have forgotten your password then please use the "forgotten password" link.

For any other login difficulties please contact the elearning Coordinator for assistance, [training@huttvalleydhb.org.nz](mailto: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.

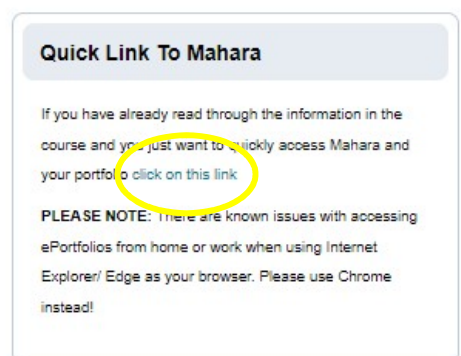


### Step 4:

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).

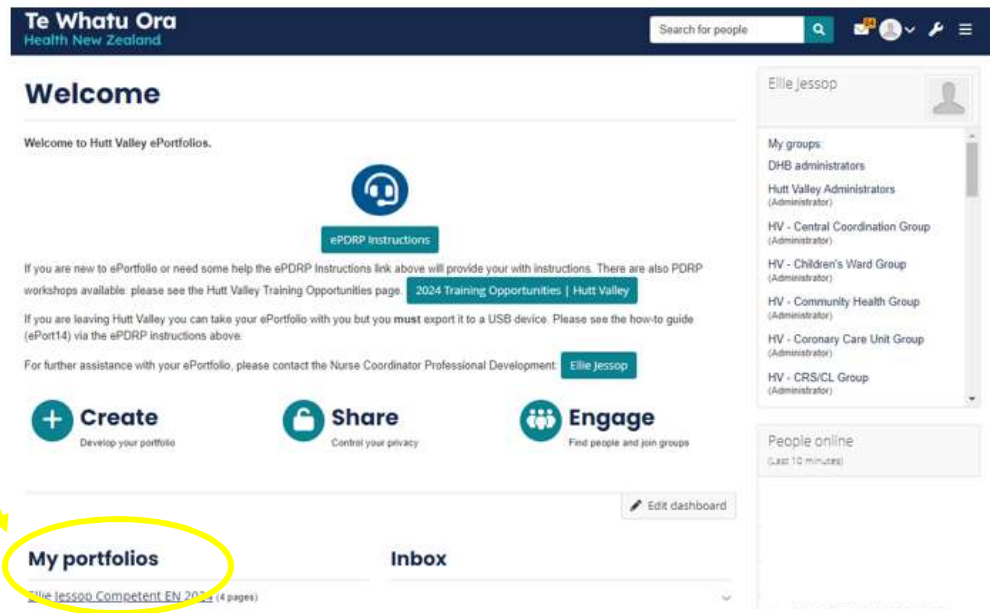


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## Step 5: Access your portfolio:

Under 'My portfolios' you should see the portfolio you have created.

Select your portfolio to enter.



## Step 6: Download your APC as pdf. file format

In a new window or tab of your internet browser navigate to Nursing Council New Zealand (NCNZ) "Public register" by either:

- Going to the NCNZ website and navigate to the Register of Practising Nurses, **OR**
- Use Google Search and search for "NCNZ Public Register" and select the appropriate link **OR**
- Use the link below:

[https://www.nursingcouncil.org.nz/NCNZ/Public\\_Register/NCNZ/Public\\_Register.aspx](https://www.nursingcouncil.org.nz/NCNZ/Public_Register/NCNZ/Public_Register.aspx)

## Step 7:

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

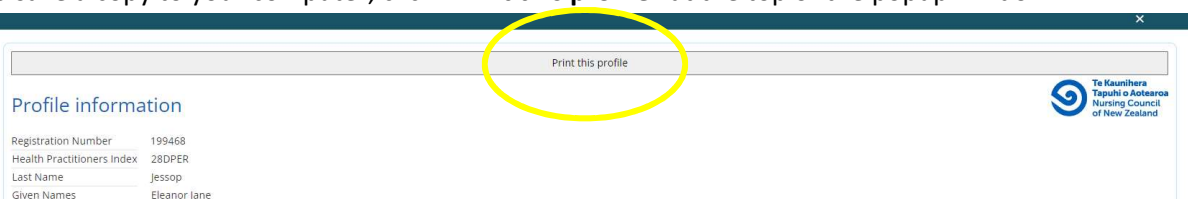
## Rēhita o Ngā Tapuhi Wainga Register of Practising Nurses

## Step 8:

Select your name from the results list.

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

To save a copy to your computer, click "**Print this profile**" at the top of the pop-up window.



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### 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, Save to PDF, or PDF creator.

Choose an appropriate option and click "**Print**".

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### 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**", whichever option your particular computer gives you.
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### Step 11: Uploading your APC to your ePortfolio

For help with uploading documents to your ePortfolio please see *ePort4: Uploading documents to ePortfolio*.

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If you find that a correction is needed on this 'How to...' guide please contact the  
Nurse Coordinator Professional Development: [PDRP@huttvalleydhb.org.nz](mailto:PDRP@huttvalleydhb.org.nz)

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