
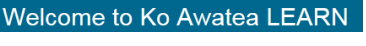


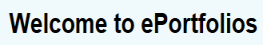






## QUICKGUIDE FOR NURSES UPLOADING PDRP PORTFOLIO

### STEP 1: ACCESSING YOUR PORTFOLIO

1. Go to  on the Intranet.
2. Log into 
3. Enter your work email address and password.  

4. Go to **FIND COURSES** Find by Organisation, Waikato DHB
5. Scroll down to “*Search for courses in category: Waikato DHB*” and type **PDRP** then click Go.
6. Click on 
7. You are now in 
8. Go to 
9. You are now in the “*Welcome*” screen
10. Click on  top right of screen
11. Click on **Create** then **Pages and Collections**.
12. Click **Copy** ( at top right hand side)
13. From “*Copy a Page or Collection*” scroll down to find **Waikato DHB PDRP**
14. Click the button opposite the template called **Copy Page**.

### STEP 2: EDITING YOUR CONTENT


This is where you create your ePortfolio page.

1. Using “*Page Title Section*” Type in your **First Name, Surname, PDRP Level and Year** e.g.  
Jane Citizen Competent 2021.  
Scroll to bottom of page and click **Save**.
2. For **non DHB applicants**, please add NON DHB after the Year e.g.  
Jane Citizen Competent 2022 Non DHB.  
Scroll down to bottom of page Click **Save**.

You will now see your ePortfolio divided into sections e.g. Administration, Personal & Employment etc and the explanation of what is required in the content which is required to be uploaded into each section. You are now ready to upload your documents.

## QUICKGUIDE FOR NURSES UPLOADING PDRP PORTFOLIO

### STEP 3: UPLOADING DOCUMENTS

1. Each section will have a configure icon opposite it on this edit screen.  Click on this icon.
2. To Upload Files
  - a. Click on“Files”

Block title

Files

- b. Choose File



Upload file

File  
 No file chosen  
 (Maximum file size: 128MB, maximum files to upload: 20)

- c. " Click **Save**.

Note: If you upload the incorrect file, click the **Remove** button on the right hand side of the file. **DO NOT use the rubbish bin** on the main block as this will delete the whole block and you cannot recover it

### STEP 4: FINAL STEP – SHARING WITH APPROPRIATE GROUP

Go into your ePortfolio.    Go to edit     Click to Share 

1.

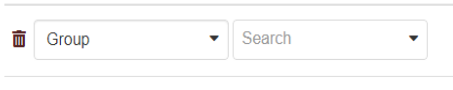
2.
 

Share with
<b>Search for...</b>
Friend
<b>Group</b>
Person
<b>General</b>
Public
Registered People
Friends

## QUICKGUIDE FOR NURSES UPLOADING PDRP PORTFOLIO


3.

SHARED WITH



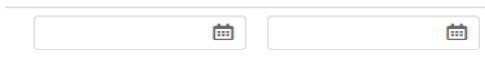
Type in "Waikato" in Search area  
 Scroll down to share with appropriate group:  
 Waikato PDRP New 2022 or Waikato PDRP Update 2022
  
4.

SHARED WITH



Scroll down in "Everyone in group"  
 Click on Admin
  
5.

FROM TO



Go to the calendar date **FROM** enter the date that you will start to share your portfolio  
 Go to calendar date **TO** enter the date – 6 months from your submission date. This is also the date that your portfolio will be unshared with the PDRP Office.

Scroll down and Click **Save**

Your portfolio has now been submitted and the PDRP Administrator will acknowledge receipt of the portfolio.

**TO MAINTAIN CONFIDENTIALITY OF YOUR PORTFOLIO**

The PDRP team will share your portfolio with the assessor when one becomes available and you will be notified who this assessor is via your portfolio 'comments' section.

Throughout the whole assessment process, your portfolio is only visible to the Admin team and your assessor.