

Initial Log-in Guidance for TPDs and ESs

Introduction

The new Dental ePortfolio produced by Axia is due to commence use on 1st September 2020. It covers several dental training programmes:

- Dental Foundation Training (DFT), including both one year and two year programmes and an Outcome 6C programme
- Dental Core Training (DCT), including DCT1, DCT2 and DCT3
- Performers List Validation by Experience (PLVE)
- Dental Therapist Foundation Training (DTFT)

This is some preliminary information about your initial Log-in

Initial Log-in

Before the ePortfolio system goes live, the details of the Administrators and Educators are being entered into the system. Once your details have been entered and the site is live, you will receive an email from the ePortfolio informing you of the Web Address for the ePortfolio, your Username (usually your GDC number) and a password. If you have more than one role within the ePortfolio, you will receive login details for each role, but the Username will be different for each (usually your GDC number with a suffix letter e.g. 123456T).

When you log in to an account for the first time, you will see a data collection agreement which asks for your agreement.



The screenshot shows the 'Dental ePortfolio' login page. At the top, there are logos for Northern Ireland mdtA, GIG CYMRU NHS WALES, and NHS Health Education England. Below the logos, the page title is 'Dental ePortfolio' and the user is logged in as 'Andrew Adams'. The main content area is titled 'Conditions of using the Dental e-portfolio – data collection agreement'. It includes a list of purposes for data collection: a. Managing the provision of training programmes, b. Managing processes allied to training programmes, such as certification, evidence to support revalidation processes, c. Quality assurance of training programmes, d. Workforce planning, e. Ensuring and improving patient safety, f. Compliance with legal and regulatory responsibilities, including monitoring under the Equality Act 2010, and g. Research related to any of the above. At the bottom, there is a checkbox for 'I agree to the Conditions of using the Dental e-portfolio – data collection agreement' and a green 'Continue' button.

Once you have indicated your agreement you will be taken to the first page which will show your 'Ongoing Programmes'.

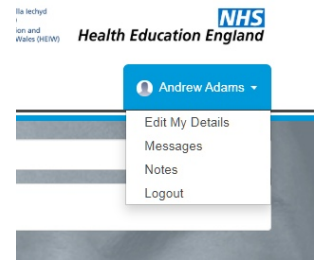


The screenshot shows the 'Dental ePortfolio' 'Ongoing Programmes' page. At the top, there are logos for Northern Ireland mdtA, GIG CYMRU NHS WALES, and NHS Health Education England. Below the logos, the page title is 'Dental ePortfolio' and the user is logged in as 'Andrew Adams'. The main content area is titled 'Ongoing Programmes'. It includes a search bar with the text 'Filter by Surname' and a 'No results' message below it.

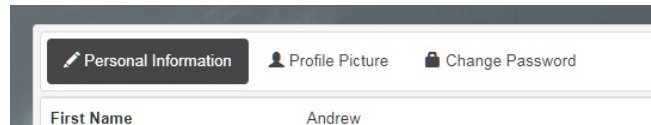
On your first login you will probably see no ongoing programmes until the details are entered of a Trainee who is linked to you. Once your local Administrator has entered details of the Trainees, you will be able to see the ePortfolio for any Trainee(s) linked to you and data that they have entered.

Edit Information and Change Password

You can edit your personal information and change your password easily from within the ePortfolio. At the top right of the page is a box with your name and an arrow giving access to a drop-down list.



When you choose 'Edit My Details' you will be given the choice of: editing your Personal Information; adding a Profile Picture and; Change Password.



Clicking on 'Change Password' takes you to a new page with boxes to complete and a submission button.

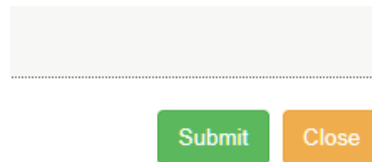
Please update your password information and press 'Save' when you are done.

Change Password For Andrew Adams

Old Password

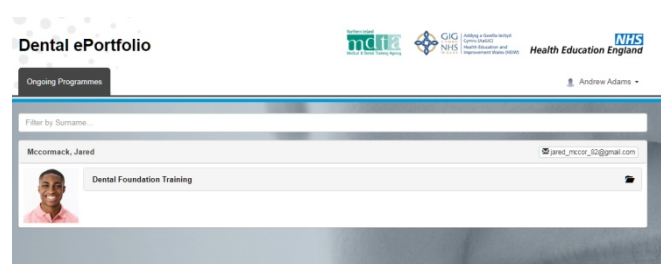
New Password

Confirm Password



Once your local Administrator has entered the names and details of the Trainees for your Region and linked the Trainees to the correct Educational Supervisors, Training Programme Directors and Schemes, you will be able to see their ePortfolio when you login.

This is an example of how the screen will look for a DFT Educational Supervisor with one FD.



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