ALPS
Creating your mentor account
Creating an account

- To access the site either click on the following link or type the web address into your browser
  https://www.eaopp.com

- You can only go into the site once you have been issued with a username and password. This process for students may vary slightly between courses, but for mentors and practice educators the process is the same.
Click on the create account button

Home
Welcome

You have reached the home page of the eAoPP site that is now being piloted by a number of key user groups and stakeholders.

Thank you for taking part in the first pilot of eAoPP.

We have put together a very short questionnaire to evaluate the initial roll out. Please click on the link below that will take you to the questionnaire.

Thanking you in advance for your support.

https://www.isurvey.soton.ac.uk/7029

The results will be used by the eAoPP development team for improving the layout, content and to troubleshoot any accessibility problems. We may share our experiences with other interested parties but all data collected will be treated as confidential.

At this point of the project all comments, however trivial they may appear are helpful and should be sent along with any requests for a user name and password to Cathy Sullivan at C.Sullivan@soton.ac.uk

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You will then be asked to complete your personal information.

Selecting mentor/practice educator and clicking on register.
You have now successfully created an account and now need to log in to access your account.
You will then be asked a number of security questions which will be used at key points to verify your identity.

- Please record your NMC / Professional body registration number.
- Don’t worry about a student number.
- Please use your works telephone number.
- Please give your Location as your place of work and then your Trust/employer.

Answer the questions regarding your mentor status.

Select two security questions that you will remember.

- What was your first school?
- Question 2
- What was your first school?
Now ask your mentee to open their account and select you as a mentor/practice educator – this will then give you access to their eAoPP.

1. They do this by clicking on the my qualification button.
2. This can be found in the left column of their opened eAoPP.

3. Then they need to click on the edit button that can be found on the right hand side of the screen.

4. Then they select the search button to find your name.
Find Mentor/Practice Educator

Mentor/practice educator surname

To select a mentor/practice educator please click the relevant “select” link, if the tutor you are looking for is not listed below please search again.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email address</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>mentor update</td>
<td><a href="mailto:mentor@soton.ac.uk">mentor@soton.ac.uk</a></td>
<td>02380 565656</td>
</tr>
</tbody>
</table>

Select

...and then selecting you as their mentor / practice educator

If you now reopen your eAoPP your student’s eAoPP should be available for you to view