Setting up your account

A guide for mentors

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Step 1 Type www.eaopp.com into your browser.
Step 2: Create a username and password and click register.
Step 3  You will be taken back to the login screen
Log in using the username and password that you have just created
Step 4
Complete your personal information

• You MUST enter your NMC number at this time.

• Leave the student number box blank.

• Add in your contact telephone number.

• Add in your work location (Trust).

• Complete the Mentor Status section and the Security Questions and then click the submit button.
You have now created your account and will be taken to this page. The centre section of the page will be blank until your student selects you (see next slide).
Here is an example of a mentor account where a student has been added.

Note the hyperlink that takes you to the students portfolio.
On-going support and getting help

Cathy Sullivan  project coordinator UoS

Pauline Morgan  project coordinator UoS

Karen Proudley  administrative support UoS

Help email  eaoppsupport@soton.ac.uk

Telephone 01256 486712