

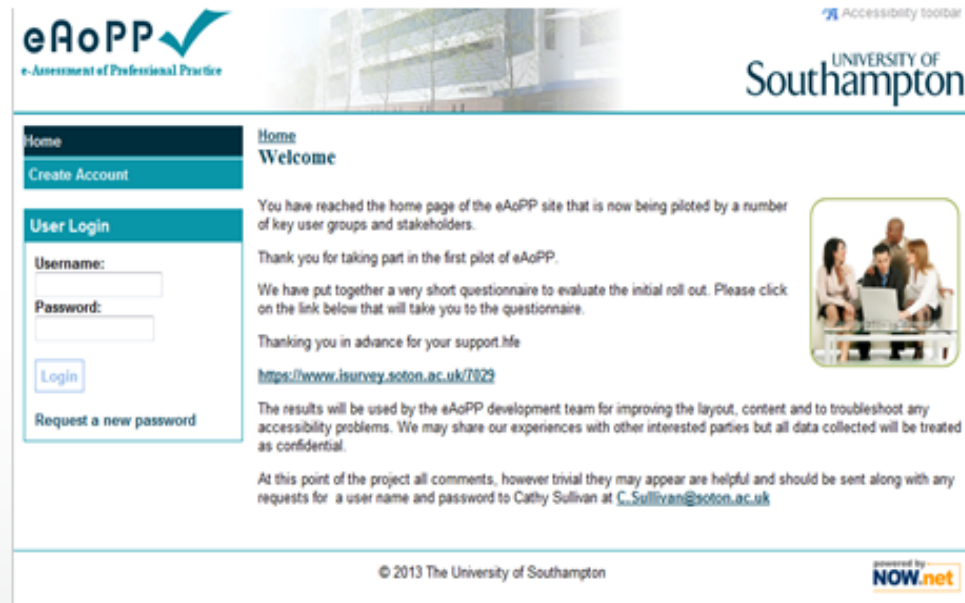


ALPS

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.



The screenshot shows the eAoPP website home page. At the top left is the eAoPP logo with the tagline "e-Assessment of Professional Practice". At the top right is the University of Southampton logo and an "Accessibility toolbar" icon. The main content area is divided into two columns. The left column has a navigation menu with "Home" (selected), "Create Account", and "User Login". Under "User Login", there are input fields for "Username:" and "Password:", a "Login" button, and a link for "Request a new password". The right column contains a "Welcome" message, a paragraph about the pilot, a link to a questionnaire, a thank you message, a link to a survey, and a confidentiality statement. A small image of people working together is on the right. The footer contains the copyright notice "© 2013 The University of Southampton" and the "powered by NOW.net" logo.

eAoPP
e-Assessment of Professional Practice

UNIVERSITY OF
Southampton

Accessibility toolbar

Home
Welcome

Create Account

User Login

Username:

Password:

Login

Request a new password

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.ife

<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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NOW.net

Click on the create account button

eAoPP
e-Assessment of Professional Practice



Home

Create Account

User Login

Username:

Password:

Login

[Request a new password](#)

[Home](#)

Welcome

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 Accessibility toolbar

UNIVERSITY OF
Southampton



You will then be asked to complete your personal information

[Create Account](#)

Create your account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.

Username:

Password:

First Name:

Last Name:

Email Address:

Account Type:

Mentor / Practice Educator

[Register](#)



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

Home

Create Account

User Login

Username:

mentor

Password:

●●●●●●

Login

[Request a new password](#)

[Create Account](#)

Create your New Account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.

Account Created please log in on the left.

You will then be asked a number of security questions which will be used at key points to verify your identify

Update Personal Information

Your Details

First Name

Last Name

Email Address

Personal Information

Important Numbers

NMC Number

Staff Number

Student Number

Telephone Number

Location

Mentor Status

Are you a qualified mentor / practice educator?

Is your mentor / practice assessor status recorded with your employer?

If you are an NMC mentor have you attended a mentor-update in the last 12 months and are you compliant with the triennial review processes?

Are you undertaking the Southampton ALP course?

Security Questions

Question 1

What was your first school?

Answer 1

Question 2

What was your first school?

Answer 2

- 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

- 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

- Home
- My Qualification
- Mentoring History
- Resources
- Help
- Contact Us
- Logout

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

Name of placement

Name of Trust/Practice experience provider

Dates Start date:

Primary mentor/practice educator

Module details

watertower	<input type="button" value="View"/>	✓ Completed by student
08/07/2013 - 30/09/2013		
Practice educator(s)		
Mickey Mouse		

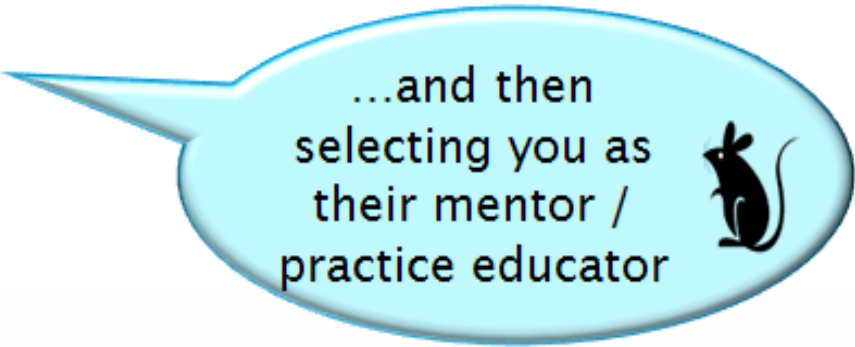
4. Then they select the search button to find your name

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.

Name	Email address	Telephone number	
mentor update	mentor@soton.ac.uk	02380 565656	Select



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