



Setting up your account

A guide for mentors

PG Dip March 2013

Step 1 Type www.eaopp.com into your browser.



UN
Southampton

Home

Create Account

User Login

Username:

Password:

Login

Request a new password

Home

Welcome

You have reached the home page of the eAoPP site that is now being used by a number of staff and stakeholders.

All pre-registration students

From Monday 26th November, 2013 students must log onto this site using the SUSSED student portal:

<http://www.student.nursingandmidwifery.soton.ac.uk>

All mentors and trainee mentors

From Monday 26th November, 2013 for the exclusive use of mentors and trainee mentors undertaking the Practice Based Teaching course

Mentors please continue to use your current username and password

If you require any support or advice setting up an account please contact C.Sullivan@soton.ac.uk or K.Proudley@soton.ac.uk happy to help you.



Step 2 Create a username and password and click register

Home

Create Account

[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.

User Login

Username:

Password:

Login

[Request a new password](#)

Username:

Password:

First Name:

Last Name:

Email Address:

Account Type:

- Trainee Mentor
 Mentor / Practice Educator

Did you choose the correct Account Type?

Please note that if you are undertaking the Practice-Based Teaching Course (Mentor Course) you need to select Trainee Mentor as your account type and NOT Student

[Register](#)

Step 3 You will be taken back to the login screen
Log in using the username and password that you have just created

[Home](#)

[Create Account](#)

[User Login](#)

Username:

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.

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 undertaking the Southampton ALP course?

Security Questions

Question 1 <input type="text" value="What was your first school? ▼"/>	Answer 1 <input type="text"/>
Question 2 <input type="text" value="What was your first school? ▼"/>	Answer 2 <input type="text"/>

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)



[Home](#)

[Mentoring History](#)

[My Trainee Mentors](#)

[Resources](#)

[Help](#)

[Contact Us](#)

[Logout](#)

Here is an example of a mentor account where a student has been added



Home

Mentoring History

My Trainee Mentors

Resources



Help

Contact Us

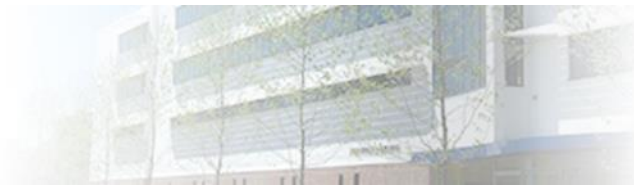
Logout

Session expires in 34:36

My students 

Student	Contract	
 	Adult nursing Consent: ✓ Completed by student ✗ Completed by tutor Public protection: ✓ Completed by student ✗ Completed by tutor	Practice experience 2 - current You are the Practice educator <u>Induction</u> ✓

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