

How to add or remove additional pages

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The first page of these instructions is a reminder of how to get to your ePortfolio. If you are familiar with this please go to page 2.

Accessing the ePortfolio



Please use Google Chrome to access your portfolio.

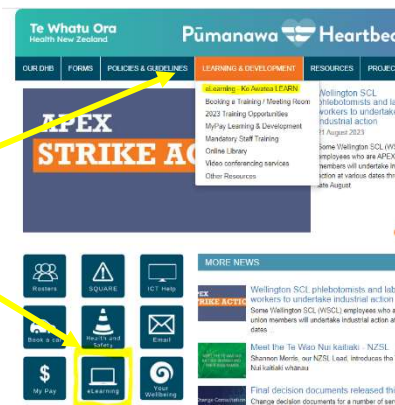
Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.

The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea.

Step 1:

From the Hutt Valley intranet page, navigate to **Ko Awatea LEARN**. See image (right) for guidance. You can use either option highlighted in yellow.

Alternatively, you can Google “Ko Awatea Learn” or use the following web address: <https://koawatealearn.co.nz/>



Step 2:

Login in using your Ko Awatea username and password.

If you have forgotten your password then please use the “forgotten password” link.

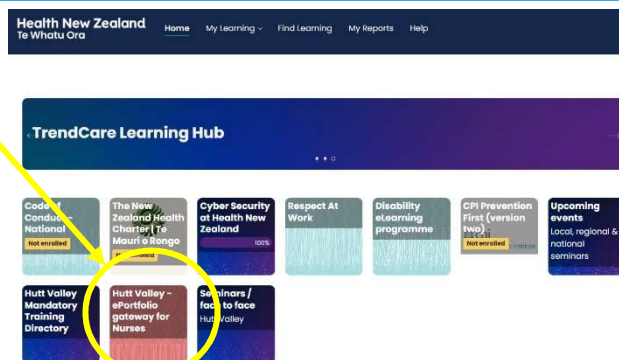
You can also update your email address or request an account using the links on the login page.



Step 3:

Select the PDRP/ePortfolio tile.

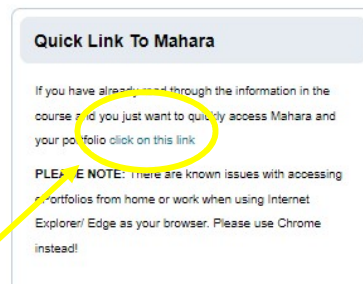
Note: If this is the first time you are using the ePortfolio the next screen will ask you to enrol in the course. Select the enrol button when prompted.



Step 4: Welcome to the gateway.

If this is your first time accessing the ePortfolio, we recommend you read through the guides for completion of an ePortfolio, which are included on this page and/or attend a **PDRP workshop**.

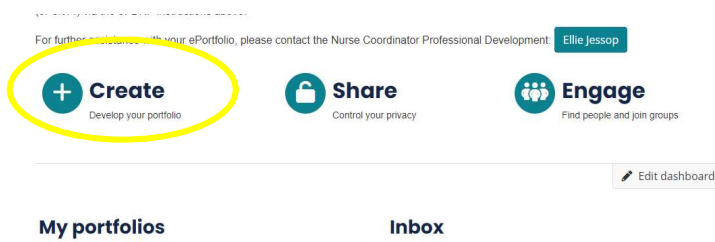
To move through the gateway to your ePortfolio homepage please select the link under the title **Quick Link to Mahara** on the left of your screen as shown in the image (right).



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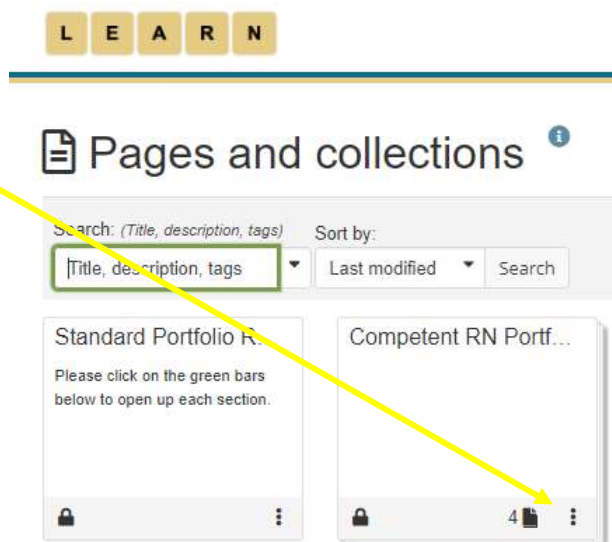
Step 5:

Once logged in, access your portfolio from the home page by selecting the large blue “Create” button which will take you to the next page entitled “pages and collections” where you will see your portfolio.



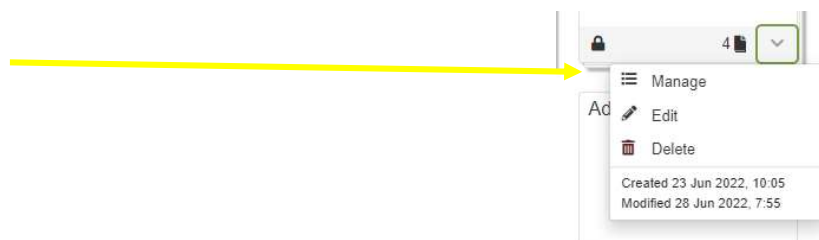
Step 6:

On this page identify your portfolio, and select the three vertical dots menu underneath it.



Step 7:

In the drop down menu select “manage”.



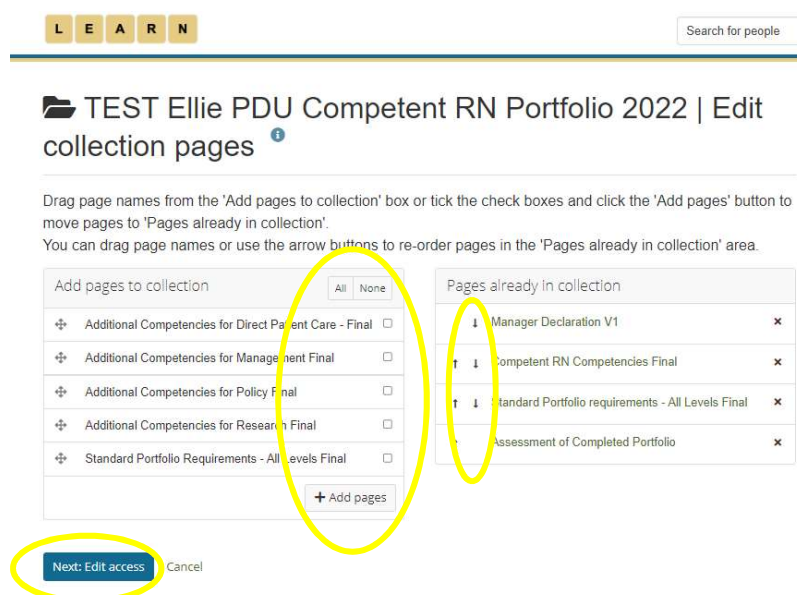
Step 8:

On this page select the pages you want to add from the “Add pages to collection” on the left and click “+Add pages” to move it to your portfolio.

The pages should now be in your collection. You can use the arrows to move the new pages to a different position within your portfolio if needed.

On the same page, if you want to delete unnecessary pages, click the cross by the page you want to remove.

When you have finished click “Next: Edit access”.

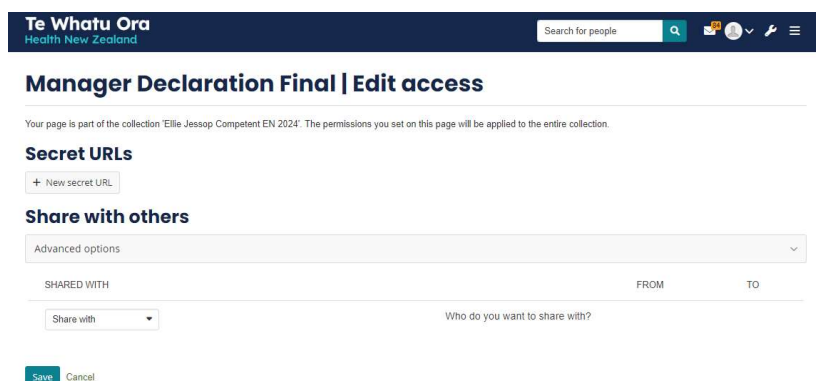


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Step 9:

This page gives you the opportunity to check you are sharing your portfolio with the correct people and groups. See *ePort11: How to share your ePortfolio* for further information.

If no changes are needed click **“Save”**.



The screenshot shows the 'Manager Declaration Final | Edit access' page. At the top, there's a header with the Te Whatu Ora logo and a search bar. Below the header, there's a section for 'Secret URLs' with a '+ New secret URL' button. Underneath is the 'Share with others' section, which includes a dropdown for 'Advanced options' and a table for sharing permissions. The table has columns for 'SHARED WITH', 'FROM', and 'TO'. There's a 'Share with' dropdown and a 'Who do you want to share with?' prompt. At the bottom, there are 'Save' and 'Cancel' buttons.

Step 10:

You will find yourself back in your portfolio.

Alternatively, you can select the Te Whatu Ora logo at the top left of the page to return to your ePortfolio home page.



If you find that a correction is needed on this 'How to...' guide please contact the Nurse Coordinator Professional Development: PDRP@huttvalleydhb.org.nz