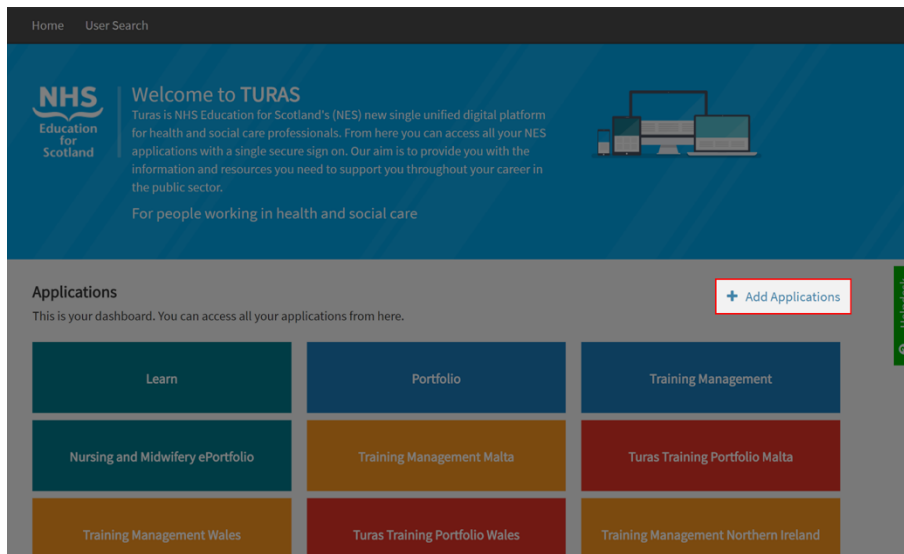
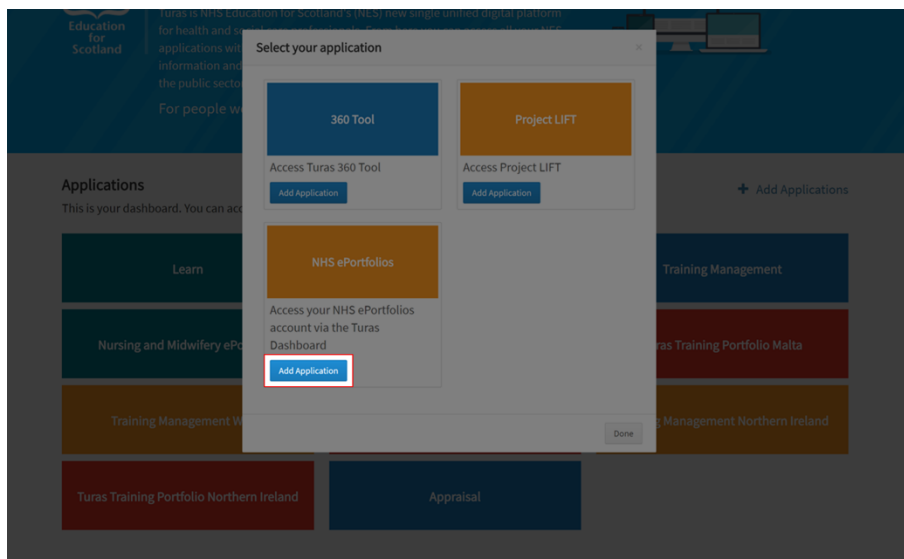


How to access your NHS ePortfolios account from the Turas Dashboard

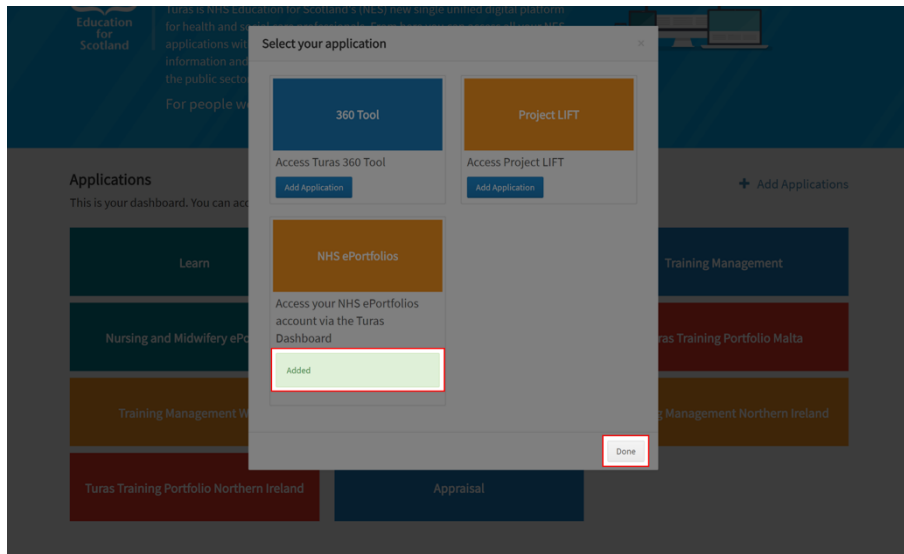
1. Firstly, sign in to the Turas Dashboard using your Turas username and password. On your Turas Dashboard, you will notice a new link entitled “+ Add Applications” in the top right, above your existing dashboard tiles:



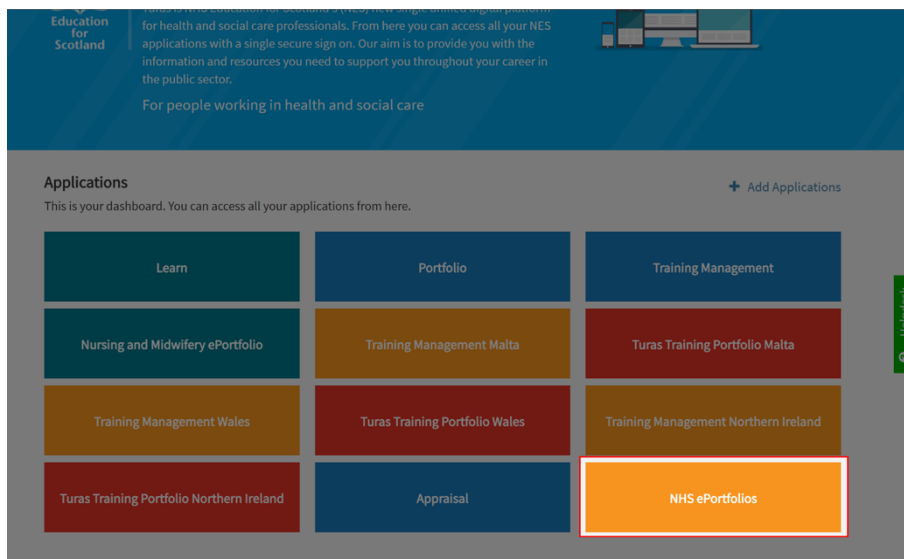
2. Click the new link entitled “+ Add Applications”, opening a pop-up entitled “Select your application”



- The “Select your application” pop-up will contain all the applications that are available to add to your Turas Dashboard. Click the “Add Application” button for “NHS ePortfolios”. When clicked, the button will be replaced with a message indicating it has been added to your dashboard.

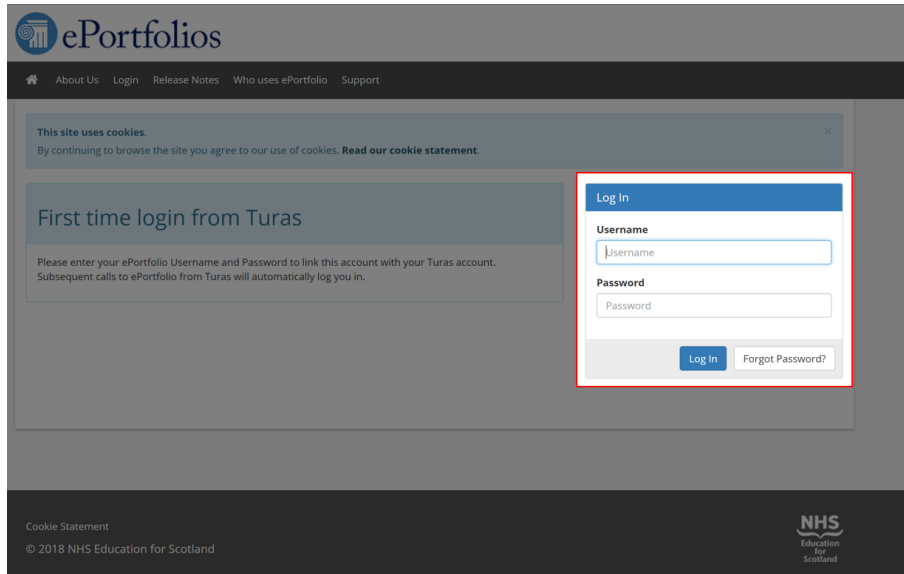


- Click the “Done” button in the lower right corner of the “Select your application” pop-up to close the pop-up and return to your Turas Dashboard. Your Turas Dashboard will now include a new tile for “NHS ePortfolios”.



- Click on the new “NHS ePortfolios” tile on your Turas Dashboard to enter the NHS ePortfolios application. The first time this is used, you will be prompted to enter the Username and Password for your NHS ePortfolios account. Please provide these values then click the “Log In” button.

NOTE: If you no longer remember your Password for NHS ePortfolios, you can click the Forgot Password? button, provide your email address, and a new password will be generated and sent to you via email.



- Having successfully provided your details, you will then be logged-in to NHS ePortfolios, and placed into the role last used in your account. The link between your Turas account and your NHS ePortfolios account has now been established and when you next click the “NHS ePortfolios” tile on your Turas Dashboard you will automatically be logged-in to NHS ePortfolios without having to re-enter your NHS ePortfolios details.
- Within NHS ePortfolios, you can always return to the Turas Dashboard at any time by selecting “Turas Dashboard” from the first drop down menu, entitled “Select Role”.

