Logging on to My e-portfolio

Please Note: The system will time-out (log out) if there is no activity for 1 hour. We strongly suggest that you compose any text in Microsoft Word and then paste it into My e-portfolio, especially if you need more time to complete your work. Also, "Save Changes" at regular intervals to avoid losing any work.

Logging in:

1. Access **My e-portfolio** at http://www.pebblepad.co.uk/imperial
2. Be sure to select **I am from Imperial College** (I have an 'imperial.ac.uk' account)" and then log in normally using your College username and password.

Video tutorials: *How to log-in –* http://tinyurl.com/36kyknh

Filling in and Submitting the Profiler:

1. Click on create new > more … > **Profile**

2. Select **Y1-FCA-Portfolio** and click on the **tick**

3. Fill-in the profiler.

To submit the profiler to the gateway:

4. From the home page, click view > **my assets**
5. Click on your profile (Y1-FCA-Portfolio)
6. On the window that appears on the right, click send to … > **gateway**
7. Click on your gateway – **FCA – *Your Tutor's Name*** (e.g. FCA – Ros Herbert) and click the tick button
8. Click **Publish**. Your activity has been published.

Video tutorials: *How to complete and publish a profiler tutorial –* http://tinyurl.com/35wcjd6

Editing the Profiler:

1. From the home page, click view > **my assets**
2. Click on your profile (Y1-FCA-Portfolio)
3. On the window that appears on the right, click **edit this asset**
4. When you're done, click **Save & Close**

Please note that any changes that are saved are automatically reflected on the gateway.

Further Information

There is a dedicated e-portfolio website at www.imperial.ac.uk/medicine/elearning/eportfolio/ where starter guides and video tutorials on **My e-portfolio** are available.

Please forward any queries or feedback to webmaster.feo@imperial.ac.uk