ePortfolio User Help for Program Administrative Assistants

‘How to make changes to your User Registration List AND who to contact’

After you submit the initial User Registration List for your program, you may need to make changes, here is how:

1. For any learner or observer changes, the ‘e-portfolio user registration list’ form should be filled out and sent to eportfolio@royalcollege.ca
   a. At this point, it is most efficient if each individual program forwards the changes directly to the Royal College to the above email.
   b. Ensure you note your program on the top of the list.
   c. Please track the ticket numbers – if a ticket takes greater than > 2 weeks, please let Sam (pgme.cbd@usask.ca) know (indicate the ticket number) so we can follow-up directly with Sartaj and ensure things get done.

2. For any changes to Program Administrative Assistants (PAAs) or Program Directors (PDs), a form needs to be completed and sent to Accreditation from our office – Sam can do this.

3. Self-Serve Registration (SSR) will allow you to add roles to your observers – example: Competence Committee Member, Faculty Advisor.
   a. We suggest using the Self-Serve Registration for these changes, versus sending them to Royal College, as then you can do them quickly and can keep track of them yourself.
   b. Here is the link to the SSR Dashboard: http://rcportal.royalcollege.ca/ssrdashboard