

## ePortfolio User Help for Program Administrative Assistants

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### *'How to make changes to your User Registration List AND who to contact'*

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**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](mailto: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](mailto: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>