Practice Supervisor/Mentor
Creating an Account

Please visit
www.eaopp.com
Click ‘Create Account’

You have reached the eAoPP home page. This page is for use by mentors, trainee mentors, buddies, academic tutors and university administrative staff.

From this page you can create and then login to your account. Before creating your account we recommend that you review the guide in the help section on the left hand menu. If you have any difficulties creating an account then please email eaoppsupport@soton.ac.uk. Please use the information in the contact us section for all other eAoPP queries.

We are in the process of creating additional self-help resources and an FAQ section. Your feedback will be very valuable to help us build this section and to improve the overall quality of the eAoPP. Please Click here to provide us with your comments and feedback.

Important Note for Pre-registration students

Pre-registration students MUST log onto their eAoPP via the student portal on SUSSED
http://www.student.nursingandmidwifery.soton.ac.uk
You can choose your own username & password. Please use your Trust e-mail address here.

If you are doing the ALPs (mentorship) course, click here

If you are going to be a mentor/practice supervisor/buddy to a pre-registration student then click here
Login to access your account
Select 2 different security questions, will need the answers to these when you sign your student/trainee mentor as complete.

**MANDATORY** NMC/HCPC number is used as security information. Staff number is your work assignment number. Student number- N/A Telephone number- enter your work contact number. Location is your Trust and practice area.

Make sure that your details are correct.

Select the drop down boxes as appropriate to you.

Select ‘I AGREE’ from the drop-down boxes.

<table>
<thead>
<tr>
<th>Security Questions</th>
<th>Answer 1</th>
<th>Answer 2</th>
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<tbody>
<tr>
<td>Question 1</td>
<td>What was your first school?</td>
<td>ANSWER</td>
</tr>
<tr>
<td>Question 2</td>
<td>Mother’s maiden name?</td>
<td>ANSWER</td>
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If you are mentoring a student on the ALPs course click on ‘My Trainee Mentors’ to access their account.

The centre panel displays the details of the pre registration students that you are mentoring or supporting. Click on the practice experience hyperlink to access the student’s eAoPP.

When your student or trainee mentor has searched for you on the eAoPP system and adds you as their mentor/practice supervisor/buddy, you will receive an e-mail informing you. Their name and portfolio will appear below.