



A City & Guilds Group Collaboration

End-point assessment Using the EPA Portal – customer guide

Version 2.0

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2. Introduction

This quick reference guide is to inform Customers how to access the EPA Portal, to upload Gateway and Assessment evidence in preparation for end-point assessment.

If you experience any issues accessing the system, then please contact the EPA Team at epa@cityandguilds.com

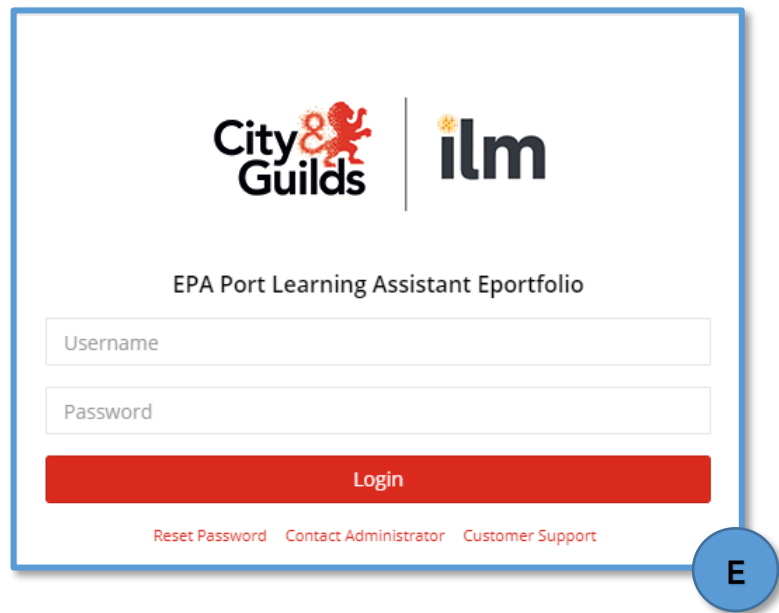
Change history (v2.0, September 2018)

The EPA Portal – Customer Guide has been significantly restructured and revised from its previous version (v1.0, October 2017). Future versions will identify any specific changes to sections.

3. Using the EPA Portal for the first time

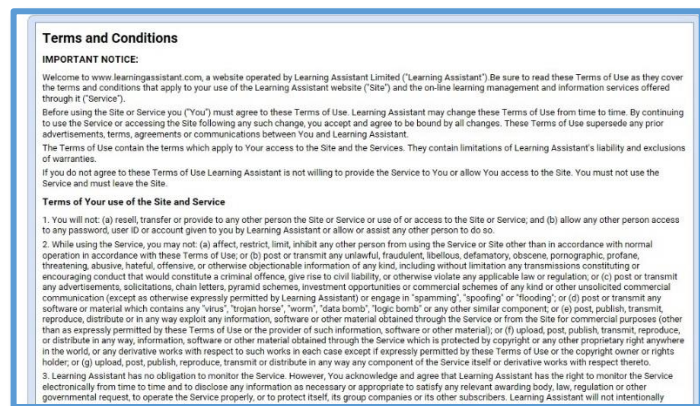
Step 1:

- A. Initial access to the EPA Portal is only granted by the EPA Team once the information on the Data Capture Form has been processed.
- B. Via the EPA Portal, you will be sent a username and password. (Please check Junk folder in case it has been sent there).
- C. **Important:** this activation email will expire after 48 hours.
If the link is no longer valid, then please contact the EPA Team on epa@cityandguilds.com.
- D. The recommended browser is **Google Chrome**.
- E. An example of the login page.



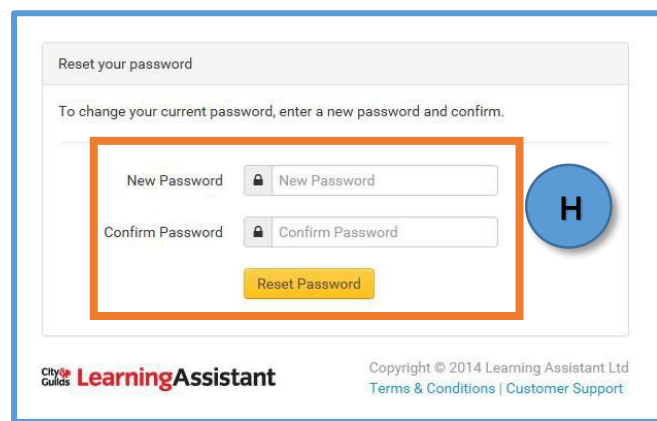
Step 2:

- F. When accessing the EPA Portal for the first time, you must read and accept the terms and conditions.
- G. You need only accept these once.



Step 3:

- H. Once accepted, a new window will launch prompting you to change your password.
- I. You can now access the 'EPA Portal'.



4. Login/Logout

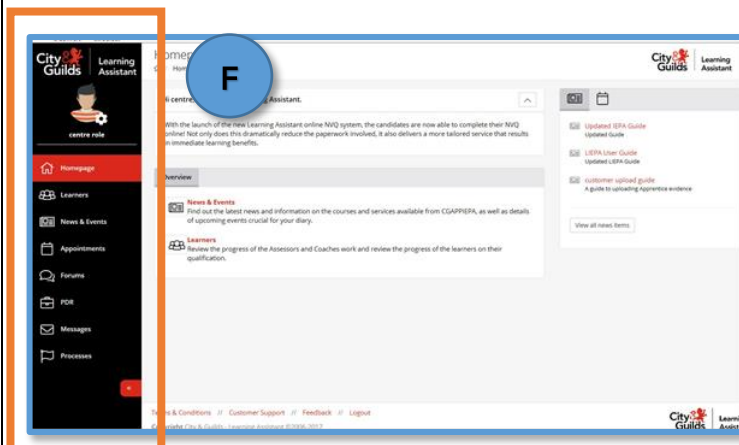
Step 1:

- To launch the 'EPA Portal', paste the url link into your browser.
- The recommended browser is **Google Chrome**.
- Enter the username and password
- Click** Login.

<https://system.learningassistant.com/EPAPORT/>

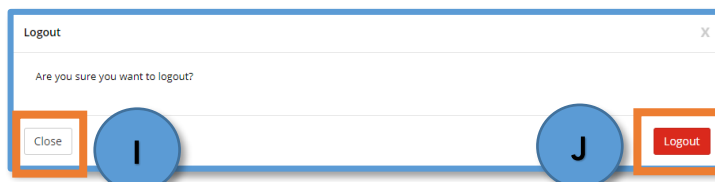
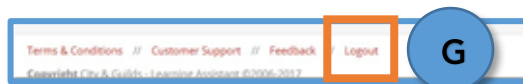
Step 2:

- The homepage will launch.
- Using the toolbar on the left-hand side, you can navigate around the system

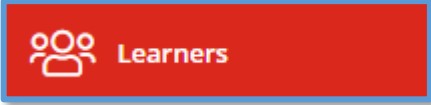
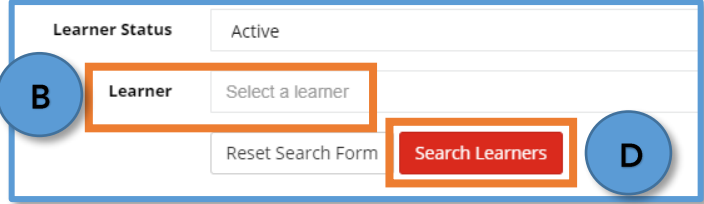




Step 3:

- To log out, **click** on the link at the bottom of the screen.
- A new window will launch asking you to confirm that you want to log out.
- Click 'Close'** if you have changed your mind.
- Click 'Logout'** if you do wish to close the system.

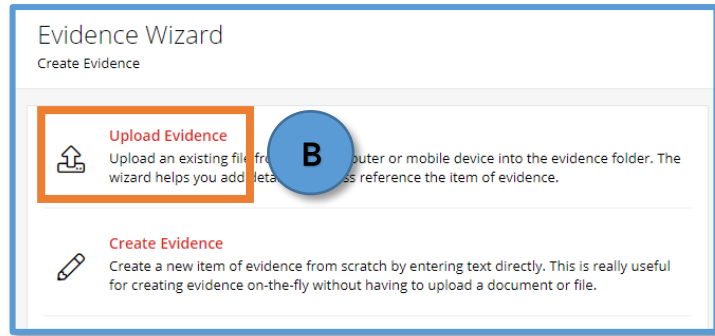


5. Uploading evidence to the EPA Portal

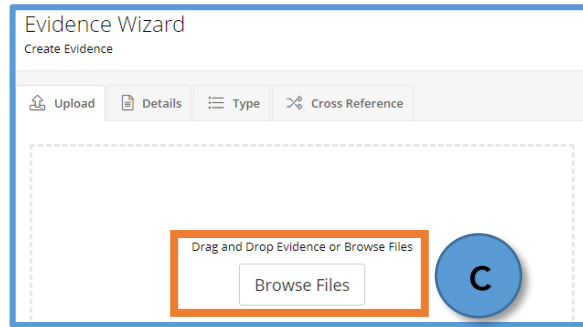
<p>Step 1:</p> <p>A. From the 'Homepage' scroll and click on 'Learners'.</p>	
<p>B. To search for an apprentice, enter their name in the 'Learner' field.</p> <p>C. As you type, the system will start to list potential matches.</p> <p>D. Alternatively, you can search by 'Course', 'Company' or just by clicking 'Search Learners'.</p> <p>E. If you click 'Search Learners' only, the results will show a full list of the apprentice names.</p> <p>Tip: ensure that 'Learner Status' is 'Active'.</p>	
<p>F. When the apprentice has been found, the details will show below.</p> <p>G. Click on the standard (in red) and a new window will launch.</p>	
<p>H. Click on the 'Evidence' tab.</p> <p>I. Look to the right and click on 'Evidence Wizard'.</p>	

Step 2:

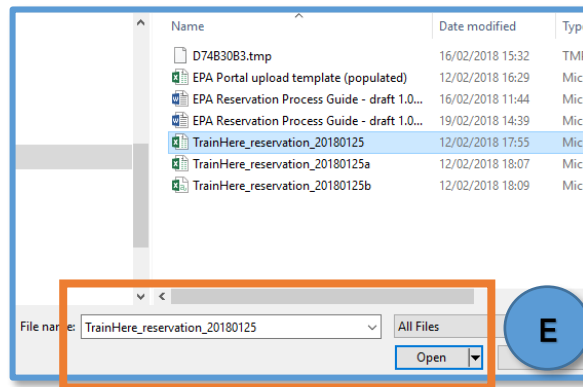
- A. Evidence Wizard will launch a new window.
- B. **Click** on 'Upload Evidence'.



- C. **Click** on 'Browse File'. Or drag and drop files in the area

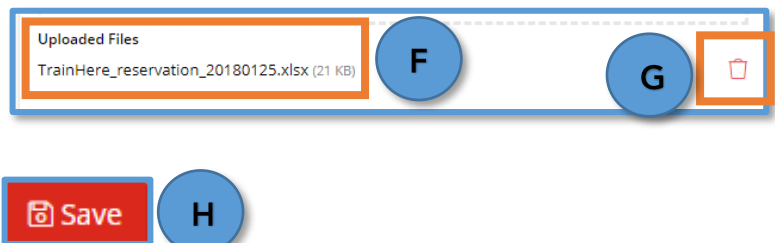


- D. Select the file to be uploaded.
- E. **Click** on 'Open'.

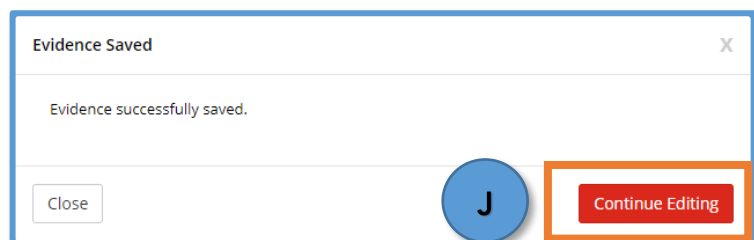


- F. Under 'Uploaded Files', you will see the file uploaded.
- G. If this is the wrong file, then **click** on the bin icon to delete.
- H. If it is correct, then **click** 'Save'.

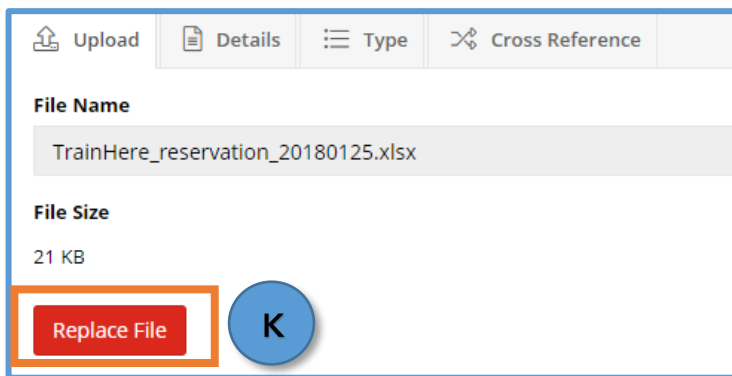
Note: Only files up to **150MB** can be uploaded. The larger the file, the more time it will take to upload.



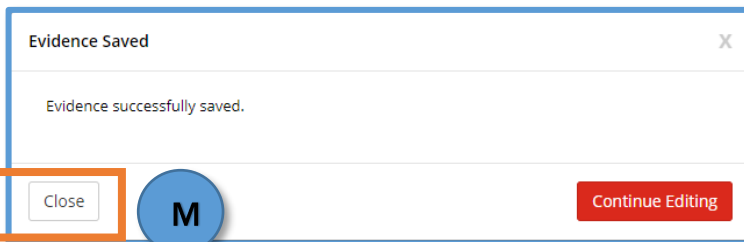
- I. After saving, you can still replace the file.
- J. **Click** on 'Continue Editing'.



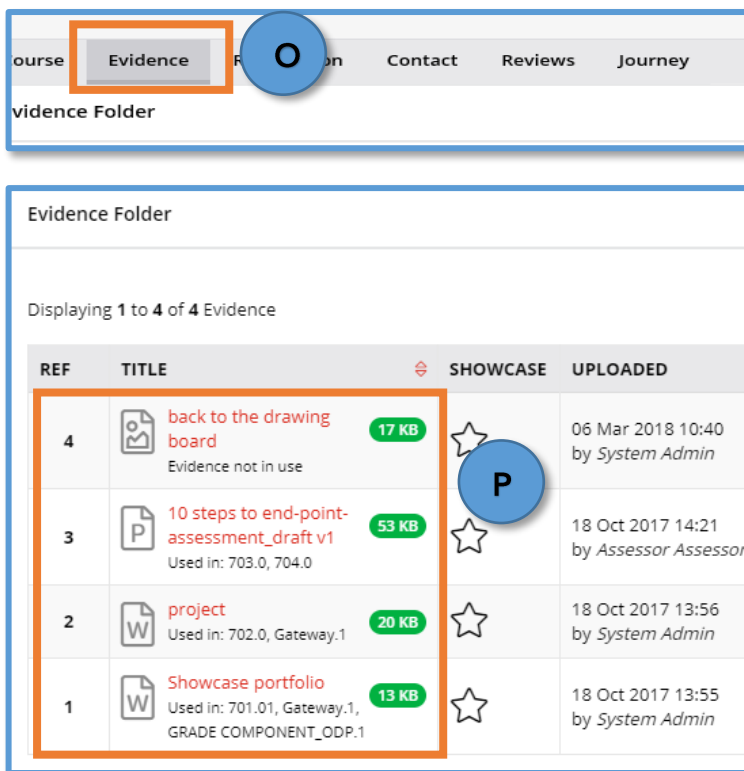
- K. **Click** on 'Replace File'.
- L. Repeat steps C to H.



- M. If all is correct, then **click** 'Close'.
- N. Repeat the process, until all the evidence has been uploaded.



- O. **Click** on the 'Evidence' tab to view all of the uploaded files.
- P. These are contained in the 'Evidence Folder'.



- Q. **Click** 'Logout' when finished.



IMPORTANT

You can continue to make amendments in the evidence folder until **two weeks prior to the EPA**. After that date, the EPA Team will remove your access to the apprentice.