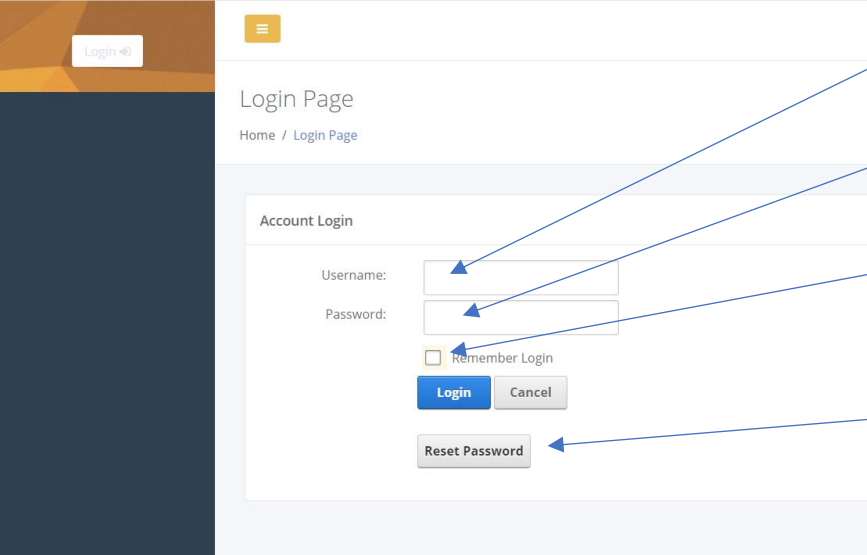


Accessing the Portal

The self-assessment verification portal is accessed at the following link: <https://sa-verification.hee.nhs.uk/>

On accessing the portal, you will be presented with this screen:

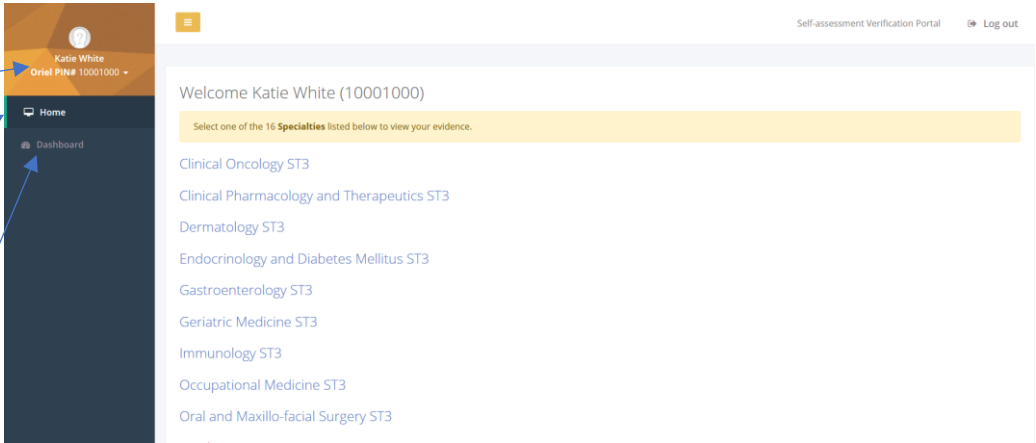


The screenshot shows the login page with the following elements and callouts:

1. Input your Username – This will be the email address you use to access Oriol.
2. Input your password – this will be the password that you have been sent via email.
3. If you wish for your login to be remembered, please click here. We do not recommend using this on public computers.
4. Should you need to reset your password, for example if you do not receive the initial password email, please click here.

Home screen

Once you have accessed your account you will be brought to the home screen

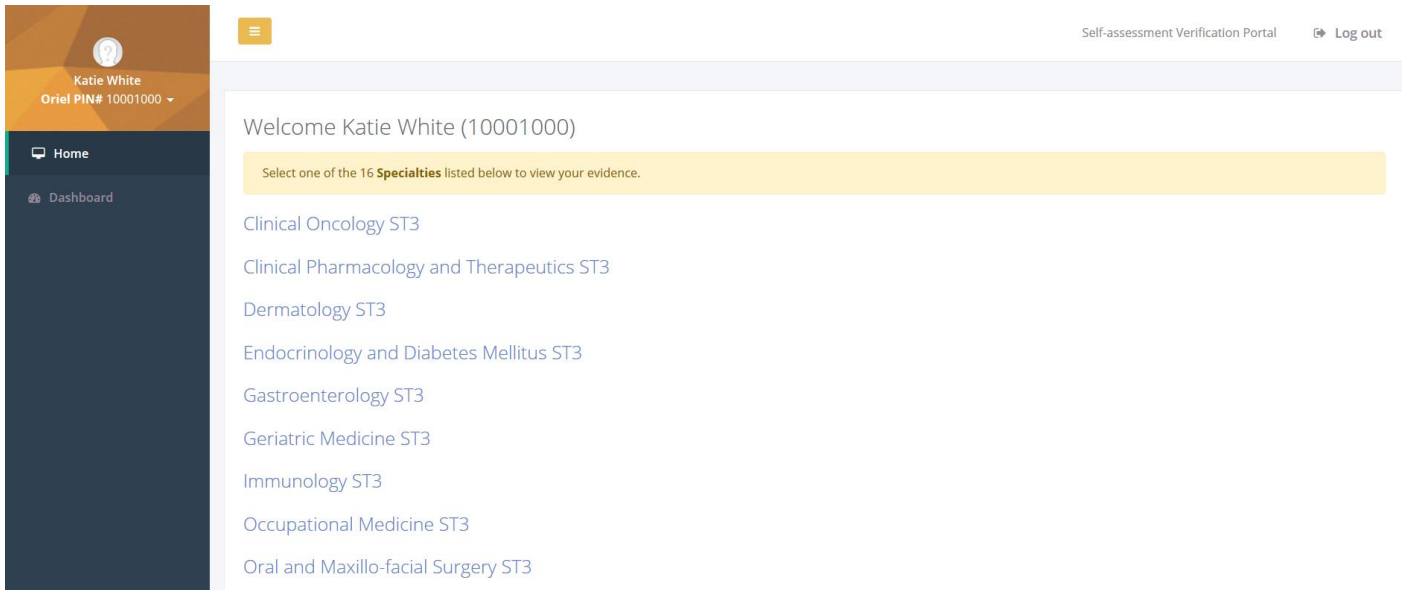


The screenshot shows the home screen with the following elements and callouts:

- In the top left, you will see your name and your Oriol Pin Number.
- Middle left the home page listing the specialty/specialties that you have applied too; in each specialty you will add your documents; which is covered in the next section.
- Bottom left you will see your dashboard. You can view, but not edit, your uploads across all specialties.

Home Page

In this area you can see the specialties to which you have applied and add documents. Clicking on each one will take you to the document upload for that specialty only.



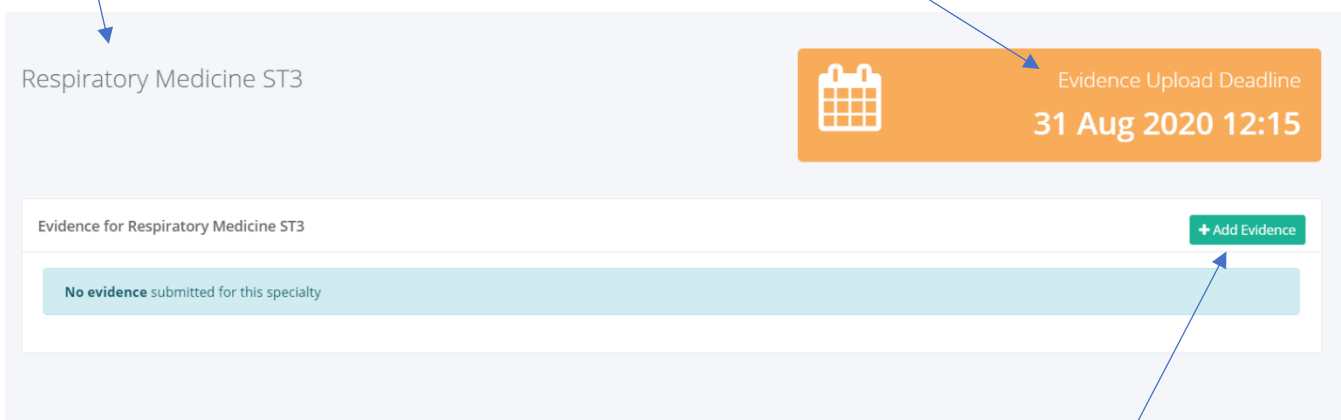
Uploading your evidence

Please note: If you have applied for more than one specialty you will need to repeat this process to upload evidence for each specialty.

To upload evidence for a specialty, first select the specialty from the Specialties page. You will then progress into the evidence upload section.

Please ensure that you are in the correct specialty (this is indicated at the top).

The system shows the evidence upload deadline for that specialty



Click on the 'Add Evidence' button.

TIP: Avoid taking photos of a piece of evidence and uploading them as separate files. This will make the assessors job very challenging to review your evidence. If you do not have facility to scan a document into a single file, you can copy photos into a Microsoft Word document, or similar, and then convert it to a PDF.

Submit Evidence

Please select ALL tags which should be associated with this document

Specialty
Respiratory Medicine ST3

Application Form

Q1 Additional Undergraduate Degrees and Qualifications

Q2 Postgraduate Degrees and Qualifications

Q3 Additional Achievements (prizes/awards)

Q4 Presentations/Posters

Q5 Publications

Q6 Teaching Experience

Q7 Training in Teaching

Q8 Quality Improvement

Q9 Leadership and Management

Evidence Title
Enter a title that tells the assessor what the document is e.g. 'Degree certificate'

Choose File Select the file

Save Cancel

You will then enter the evidence submission page. (Please note, the domain names differ depending on the specialty/specialties to which you have applied and reflect what you completed as part of your self-assessment).

Please check ONLY the box/boxes to which the evidence relates (you can use the same item of evidence against multiple domains, if this is relevant; e.g. if a document that you are uploading is applicable to Q4 and Q5, you would tick both boxes).

Give the evidence submitted a title. Please ensure that this descriptive as this will tell the assessor what they are viewing; there is a 100-character limit.

Choose the file that you wish to upload (the only formats that are supported are PDF, JPEG and PNG, no other file formats are supported). Maximum file size is 28 MB. The document/file name must be less than 150 characters and must not contain any special characters.

Once the file has been added please click save, if it is correct, or cancel and follow the above steps again.

Once the document has been saved, you will be taken back to the specialty screen. Please follow the process outlined on page 2, until all of the evidence that you wish to submit has been uploaded (you can use the same evidence for multiple domains, if applicable, by editing the tags and selecting all which apply).

Respiratory Medicine ST3

Evidence Upload Deadline
31 Aug 2020 12:15

Evidence for Respiratory Medicine ST3 + Add Evidence

Show 10 entries

#	Domain Tag	Evidence Title	File Name	Actions
1	Application Form	Application Form	App Form-HEE.pdf	View Edit Delete
#	Domain Tag	Evidence Title	File Name	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

Search:

On this page you can **view** the file that you have uploaded, **edit** or **delete** it.

WARNING: If you delete the file and this has been uploaded against multiple domains, this will be deleted from all. If you need to change the domains associated to a document, use the 'edit' function instead.

On this page you will see a 'Search' function above the table. This will filter all documents containing that bit of the text within either the domain tag or evidence title. If you wish to filter by all documents for question 5, you can enter 'Q5' so only those are listed.

If you have applied to multiple specialties, go back to the specialties summary screen and repeat the "Uploading your evidence" process on until you have uploaded evidence to all of your specialties.

Editing your evidence

If you need to edit the domains tagged or the evidence title of a document, the edit feature will allow you to do this; remember that if you wish to change the file you need to use the 'delete' function instead and upload as a new piece of evidence.

In the edit screen you will see a preview of the evidence. You will need to **re-select all the domains** to which the document is to be linked when editing a document.

Amend Tags and Evidence Title

Please reselect ALL tags which should be associated with this document

Specialty
Respiratory Medicine ST3

- Application Form
- Q1 Additional Undergraduate Degrees and Qualifications
- Q2 Postgraduate Degrees and Qualifications
- Q3 Additional Achievements (prizes/awards)
- Q4 Presentations/Posters
- Q5 Publications
- Q6 Teaching Experience
- Q7 Training in Teaching
- Q8 Quality Improvement
- Q9 Leadership and Management

Evidence Title
Certificate

If you need to update the evidence title, you can do so in this screen – remembering that the title applies to all linked domains.

Deleting your evidence

If you need to remove a piece of evidence, use the 'delete' button in the specialty uploading evidence screen. Please note the following when deleting documents:

- Deleting a document will remove it for all domains tagged; if you need to change the tags, use the edit function instead.
- Deleting a document will only do so for that specialty, it will have no impact on any other specialty.
- Once you press delete you will be asked to confirm this so you can be sure before deleting.

Checking your evidence

It is important to carefully check you have uploaded all the evidence required as it will not be possible to make changes once the deadline passes. There are two places you can do your checking:

- The evidence upload area, as described above.
- The 'My Profile' area within the 'Dashboard'. The main advantage to using this area is if you have applied to multiple specialties as you can see all within the one screen and more easily compare across specialties.
 - You can view the document within this screen.
 - However, you cannot edit or delete here and need to return to the upload area for that the relevant specialty. You can do this by clicking on the specialty name.

Self-assessment Verification Portal Log out

Jean Tilliard
Oriol PIN# 532-178-3482

My Profile
Home / Dashboard / My Profile

Jean Tilliard
Oriol PIN: 532-178-3482

Acute Internal Medicine ST3

Please note: If you wish to edit tags for the documents below, please click on the specialty name above

Show 10 entries Search:

#	Domain Tag	Evidence Title	File Name	Actions
1	Application Form	Application form	VRFP Application Form-HEE.pdf	View
2	Q1 Additional Undergraduate Degrees and Qualifications	BSc certificate	canterbury-university-certificate-HEE.jpg	View
3	Q2 Postgraduate Degrees and Qualifications	MBA certificate	harvard_university_archives_800px_0-HEE.jpg	View

Confirming your evidence

There is no need to 'submit' your evidence, all you need to do is to ensure that it is as you would want it at the deadline for that specialty.

The deadline for each specialty will be clearly displayed within the system as per the screenshot on page 3, and you must upload all your evidence by this date and time as evidence cannot be added after the deadline; missing evidence will normally be treated as though it has not been completed and your score adjusted accordingly.

Application form

Some specialties require you to upload parts of your application form alongside your evidence documents; the specialty should confirm which sections you should upload but typically this will be: 'employment history', 'evidence of selection criteria' and 'supporting information'.

You can do this by:

- Opening your application form and pressing the 'Print' button (circled below).
- This opens a new window where you select the pages you need to print.
- The press print and you will have an option to save as a PDF.
- This can then be uploaded to your application form.

The screenshot shows the Oriel application form interface. At the top, it displays the application ID: PSRO-RHE/20-21/PWY/0205134283/008-3-R2R/0000002368/00002 and the closing date: THURSDAY 13 AUG 20 16:00. The form is for RHEUMATOLOGY (LAT3, ST3) - Physician Specialty Recruitment Office - Rheumatology. The current page is 1 of 11, and the user is logged in as 'sg'. The 'SELECT PAGES TO PRINT' section is visible, with a list of pages and checkboxes. The 'Print' button at the bottom of the page is circled in red. The 'Print' button in the top right navigation bar is also circled in red.

Converting Files to PDF

All documents are required to be uploaded in PDF, PNG or JPEG format. To convert a file such as a Word, Excel or PowerPoint document to a PDF document, open the document in question and click 'File' then 'Save as'. Select the folder where you want the document to be saved and from the dropdown 'Save as type', choose PDF, then save.

The screenshot shows a 'Save as' dialog box. The 'File name' field contains 'Document Name Here'. The 'Save as type' dropdown is set to 'PDF'. The 'Authors' field contains 'Katie White'. The 'Optimize for' section has 'Standard (publishing online and printing)' selected. The 'Open file after publishing' checkbox is unchecked. The 'Options...' button is visible. The 'Save' and 'Cancel' buttons are at the bottom.