ROYAL COLLEGE
OF PHYSICIANS AND SURGEONS OF CANADA | M MAINPORT

The MAINPORT ePortfolio Quick Start Guide

Welcome to your MAINPORT ePortfolio!

This guide will help you get to know the ePortfolio developed for the Royal College's Maintenance of Certification (MOC) Program. You will also become familiar with some common tasks, such as entering, deleting or revising a CPD activity.
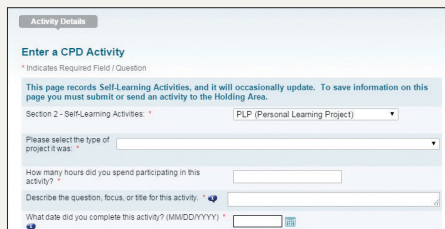
In MAINPORT ePortfolio, you can

- Reflect, plan and manage your continuing professional development.
- Document your learning activities and outcomes.
- Access credit-earning learning resources and programs.
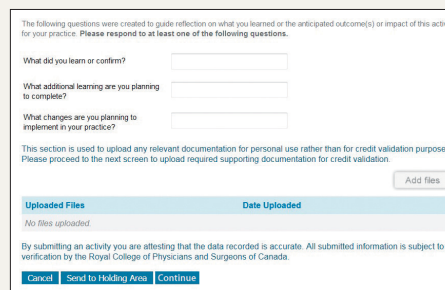
How to enter a CPD activity

1. Click on the **Enter a CPD Activity** button.

2. Choose the type of activity you plan to document by clicking on the drop-down arrow beside Group Learning, Self-Learning or Assessment Activities.
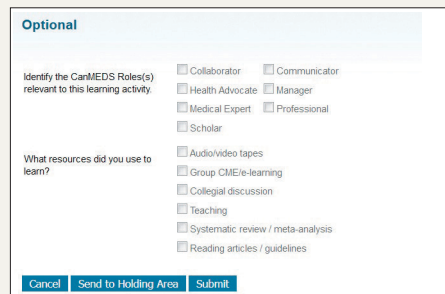

3. Enter information for all required fields marked with red asterisks.*

4. Respond to at least one of the three **Reflection** questions and click **Continue.**

5. Answer any of the following optional questions and click **Submit.**

How to revise/delete a CPD activity

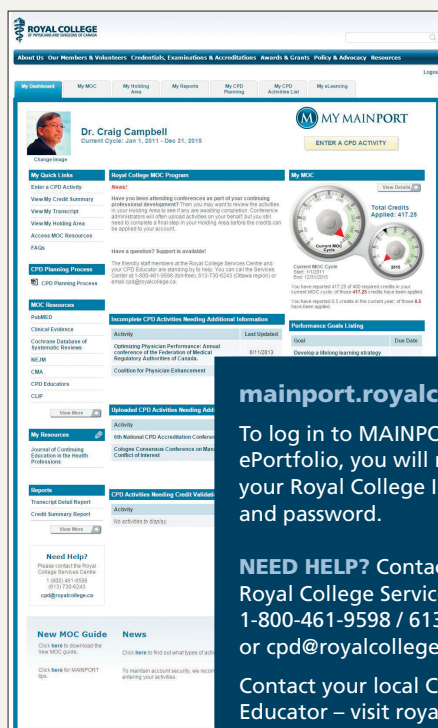Click on the **My CPD Activities List** tab

Revise a CPD activity

1. Under the Action column, click the **Revise** button beside the activity you want to update.

2. This will display what you have already documented using this specific activity's template.

3. Make any necessary revisions and then click **Submit**.

Delete a CPD activity

1. Underneath the Delete column, click the **X** beside the CPD activity you want to delete.

2. A pop-up warning will appear to confirm that you want to delete the activity.

3. Click **OK** to delete the activity.

My MOC Page

Use this tab to

- Enter a CPD activity
- Check your credits applied to date in Group Learning, Self-Learning and Assessment
- Check your list of activities reported in a specific section
- Review your **Overall Credits Applied to Date** in a bar graph that represents your current cycle

My Reports

In this tab you can call up a variety of reports, such as your credit summary, transcript of CPD activities, yearly adherence report and cycle completion certificate.

My Holding Area

My Holding Area displays up to three types of activities that are awaiting your action: Incomplete activities (you are still completing), uploaded activities (requiring further information) or activities awaiting credit validation.

Because these activities have yet not been applied to your MAINPORT ePortfolio, they will not contribute to your credit summary.

The most recent holding area activities also appear on **My Dashboard**.

Need some inspiration?

Get the most out of your MAINPORT ePortfolio's robust functionality:

1. **Set a goal** on My Dashboard: Describe your goal, develop an action plan to achieve it, set a date to complete it and track your progress over time.

2. Personalize your dashboard by adding your own links to **My Resources**.

3. Use the **My eLearning** tab to access online CPD activities developed by the Royal College and our partners.

4. Develop a personal learning plan using the **CPD Planning Process** tool on My Dashboard.

Download the MAINPORT Mobile app

- for iPhone on the App Store
- for Android on Google Play

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