

# 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

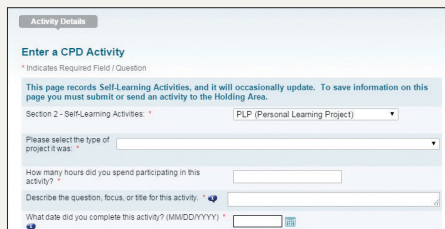
- Reflect, plan and manage your continuing professional development.
- Document your learning activities and outcomes.
- Access credit-earning learning resources and programs.

## How to enter a CPD activity

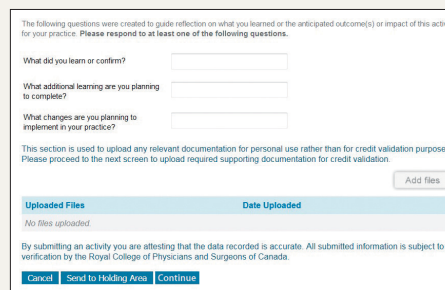
1. Click on the **Enter a CPD Activity** button.
2. Choose the type of activity you plan to document by clicking on the drop-down arrow beside Group Learning, Self-Learning or Assessment Activities.



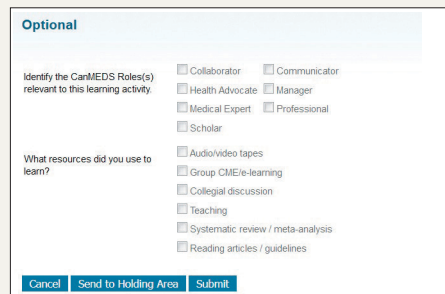
3. Enter information for all required fields marked with red asterisks.\*



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

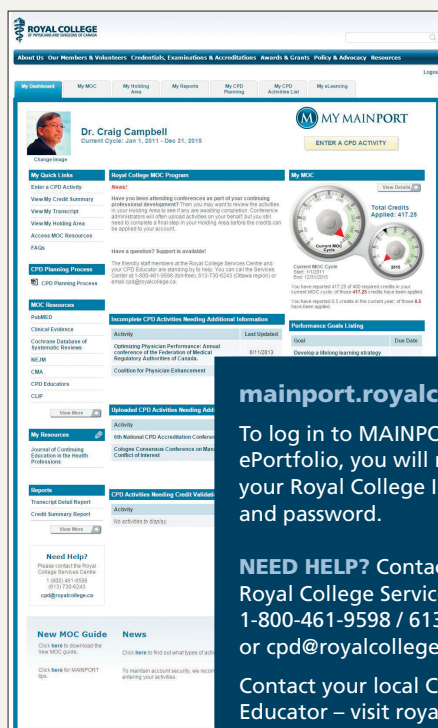


## Revise a CPD activity

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.



**mainport.royalcollege.ca**

To log in to MAINPORT ePortfolio, you will need your Royal College ID number and password.

**NEED HELP?** Contact the Royal College Services Centre at 1-800-461-9598 / 613-730-6243 or cpd@royalcollege.ca.

Contact your local CPD Educator – visit royalcollege.ca/cpeducators for details.

# 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

The screenshot shows the 'My MOC' page for Dr. Craig Campbell. It features three sections for 'Credits Applied to Date':

- Group Learning (27 Credits):** Includes Accredited Activities (21.5) and Unaccredited Activities (5.5).
- Self Learning (187.25 Credits):** Includes Planned Learning Activities (100), Scanning Activities (33.25), and Systems Learning Activities (45).
- Assessment (9 Credits):** Includes Knowledge Assessment (9) and Performance Assessment (-).

# 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 screenshot shows the 'My Holding Area' page with two main sections:

- Incomplete Activities:**

Activity	Credits	Last Updated	Action	Delete
Continuing Physician Performance: Annual conference of the Federation of Medical Regulatory Authorities of Canada	5	6/11/2013	Complete Activity	X
Courses for Physician Enhancement	776	6/11/2013	Complete Activity	X
unfiled activity in CME bank file	18	1/26/2013	Complete Activity	X
- Uploaded Activities Requiring Additional Information:**

Activity	Credits	Last Updated	Action	Delete
1st National CPD Accreditation Conference	13.5	1/26/2014	Enter Outcomes	X
College Conference Conference on Managing Conflict of Interest	13	9/13/2014	Enter Outcomes	X
Professional Development Committee	15	6/18/2014	Enter Outcomes	X

# 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.

The screenshot shows the 'My Reports' page with four report options:

- My Credit Summary:** My credit summary report displays a table of the MOC credits in your current MOC cycle. The credits are grouped together by section and by year.
- My Yearly MOC Adherence Report:** If you have entered the minimum MOC requirements for the year, My Yearly MOC Adherence Report displays a table that compares you to other members of the MOC Program.
- My Transcript of CPD Activities:** My Transcript of CPD Activities displays a list of your CPD activities grouped by year of activity, MOC section or cycle.
- My MOC Cycle Completion Certificate:** If you have completed an MOC cycle, the My MOC Cycle Completion Certificate displays a certificate that confirms you have met the requirements of the MOC Program for your current cycle.

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



**Royal College Services Centre**  
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