

# Practice Supervisor/Mentor Creating an Account

Please visit

[www.eaopp.com](http://www.eaopp.com)

- Home
- Create Account**
- Contact Us

Home  
**Welcome**

Click 'Create Account'

**User Login**

**Username:**

**Password:**

[Request a new password](#)

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](mailto: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>

### User Login

Username:

Password:

[Login](#)

To request a new password please click on the following [link](#). If you have not received your password with 24 hours, please contact eAoPP support at [eaoppsupport@soton.ac.uk](mailto:eaoppsupport@soton.ac.uk). Please DO NOT create a new account.

## [Create Account](#) Create your New Account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.

Username:  'pm3e08' is available

Password:

First Name:

Last Name:

Email Address:

Account Type:

ALP Student

Mentor / Practice Educator

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

**Did you choose the correct Account Type?**

Please note that if you are undertaking the Practice-Based Teaching Course (Mentor Course) you need to select ALP Student and not Mentor / Practice Educator

[Register](#)

Home

Create Account

Contact Us

User Login

Username:

Password:

Login

Request a new password

[Create Account](#)

## Create your New Account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.



Login to access your account

## Update Personal Information

### Your Details

First Name

Last Name

Email Address

Make sure that your details are correct

### Personal Information

#### Important Numbers

HCP/NMC number \*

Staff Number

Student Number

Telephone Number

Location

**MANDATORY** NMC/HCP 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

#### Mentor Status

Are you a qualified mentor / practice educator?

Is your mentor / practice assessor status recorded with your employer?

If you are an NMC mentor have you attended a mentor-update in the last 12 months and are you compliant with the triennial review processes?

Are undertaking the Southampton ALP course?

I understand that the grading and comments that I make concerning a student's performance may be included in the student's references.

In accordance with University information governance policy, I declare that I will not share my login information with any other individual.

Select the drop down boxes as appropriate to you

Select 'I AGREE' from the drop-down boxes

#### Security Questions

Question 1  Answer 1

Question 2  Answer 2

Select 2 different security questions, will need the answers to these when you sign your student/trainee mentor as complete.

Session expires in 34:35

[My students](#)

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.

Student	Contract
Horris (PGDip A), Jane jhorris	<p><b>PG Dip Adult nursing</b></p> <p>Consent:</p> <ul style="list-style-type: none"> <li>✓ Completed by student</li> <li>✗ Completed by tutor</li> </ul> <p>Public protection:</p> <ul style="list-style-type: none"> <li>✓ Completed by student</li> <li>✗ Completed by tutor</li> </ul>
	<p><u><a href="#">Practice experience 2 - current</a></u> You are the Practice educator</p> <p><u><a href="#">Induction</a></u> - started</p>

- Home
- Mentoring History
- My Trainee Mentors
- Help
- Contact Us
- Communication
- Logout

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 students that you are mentoring or supporting. Click on the practice experience hyperlink to access their eAoPP.