Instructions for logging into the LEPT system – <u>New Trainees</u>
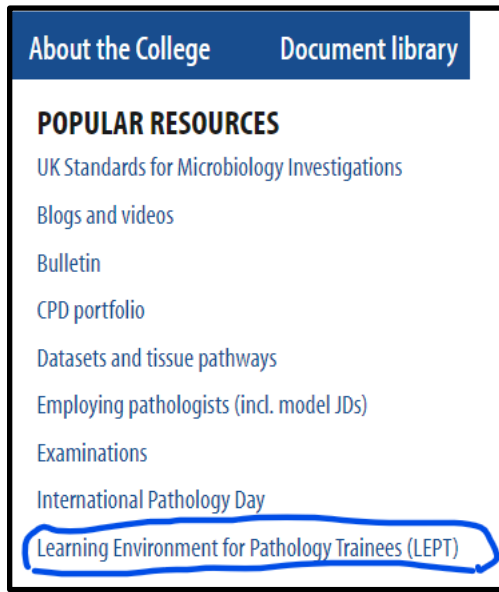
Single Sign-On (2024)

1. Access the College website at: https://www.rcpath.org. Select 'Learning Environment for Pathology Trainees (LEPT)' from the Popular Resources section.

Screenshot 1

2. Enter your details to log in (Screenshot 2). The password is case-sensitive.

Screenshot 2

3. Access to the LEPT system will be gained and you will be presented with the following screen (Screenshot 3).

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Trainee

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for you by the Royal College of Pathologists. Please use the LEPT system to record all of your progress in training and assessments. The LEPT system works best for you if you use and update it regularly. There is help text provided throughout but should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.org and a member of College staff will be able to help you. Wishing you all the best for your pathology training.

Screenshot 3

CONTINUE

4. After clicking into the 'Continue' tab, your LEPT home page will now be presented (Screenshot 4). You must select your Educational Supervisor, Training Programme Director and Head of School (if there is one) before you can commence using the ePortfolio.

| Portfolio | Assessments | ARCPs | Training Development | Training Rotations | Resources | Help |

Relationships

Screenshot 4

It is important that your supervisors are known to the portfolio system in order for it work to your full advantage.
To enable these individuals to assist your learning, and for quality management of training and assessment, these individuals require view only access to the "open" parts of your portfolio. ("Open" parts means all items recorded in your portfolio except entries marked in the reflective section as "private").
Please use the drop-down boxes below to identify these individuals.

Educational Supervisor

Please select your Educational Supervisor. This is required in order to use the system
The list will include all users with the Educational Supervisor role in your Deanery/LETB

Training Programme Director

Please select your Training Programme Director. This is required in order to use the system
The list will include all users with the Training Programme Director role in your Deanery/LETB

Head of School

The list will include all users with the Head of School role in your Deanery/LETB