



## **National Institute for Health Specialties (NIHS)**

### **ePortfolio Platform Guide for Coordinators**

(July 2025)

Video Guide : <https://www.youtube.com/watch?v=E2Yr56fzhxU>

<https://nihs.epads.mkmapps.com/>

Guideline Updated on : 18<sup>th</sup> August 2025



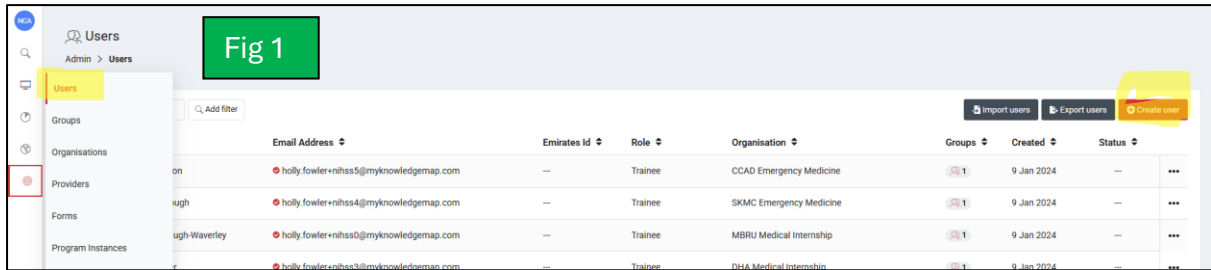
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## Create new Trainee accounts

1. Login using a Coordinator account
2. Click on **Menu > Users > Create User**

**Fig 1**



| Email Address                         | Emirates ID | Role    | Organisation            | Groups | Created    | Status |
|---------------------------------------|-------------|---------|-------------------------|--------|------------|--------|
| holly.fowler+nihs5@myknowledgegap.com | ---         | Trainee | CCAD Emergency Medicine | 1      | 9 Jan 2024 | ---    |
| holly.fowler+nihs4@myknowledgegap.com | ---         | Trainee | SKMC Emergency Medicine | 1      | 9 Jan 2024 | ---    |
| holly.fowler+nihs0@myknowledgegap.com | ---         | Trainee | MBRU Medical Internship | 1      | 9 Jan 2024 | ---    |
| holly.fowler+nihs3@myknowledgegap.com | ---         | Trainee | DHA Medical Internship  | 1      | 9 Jan 2024 | ---    |

Add details including

- **Organization**
- **First Name**
- **Last Name**
- **Email**
- **Main Role (Trainee)**
- **Status (Active)**
- **Emirates ID (Only numbers without - sign)**
- **Send Verification Email (Mandatory as of now, but optional after UAE Pass is activated)**

**Create User**

**Basic Info**

**Fig 2**

Organisation \*

Tawam Hospital

First Name \* Last Name \*

Mohammad Sultan

Email \*

mohammadsultan@seha.ae

Other Emails

+ Add other email

Main Role \*

Trainee

Status

Active

External Identifier

78420006478375

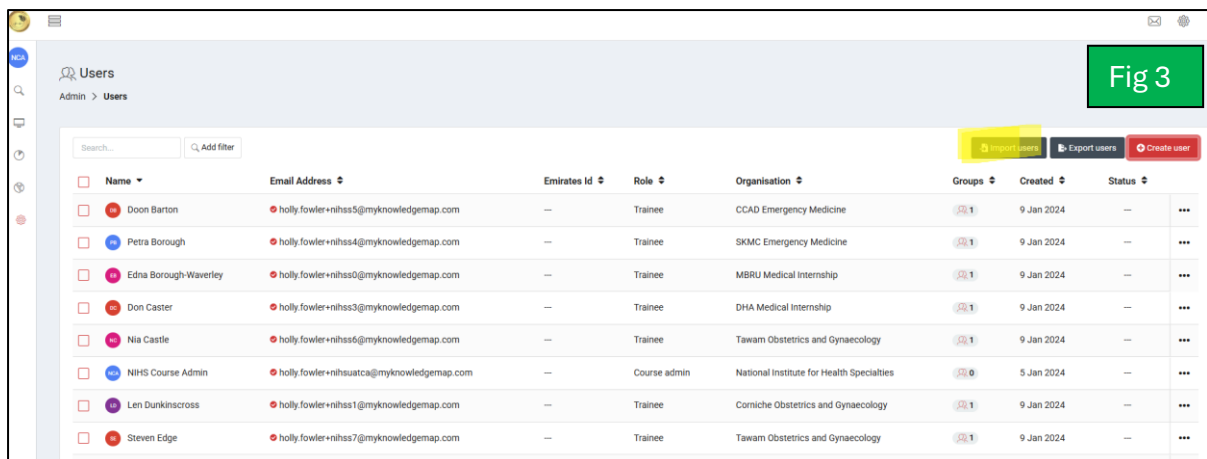
☒ Send Verification Email

Repeat until all users are created.

## Bulk Import Users from Excel

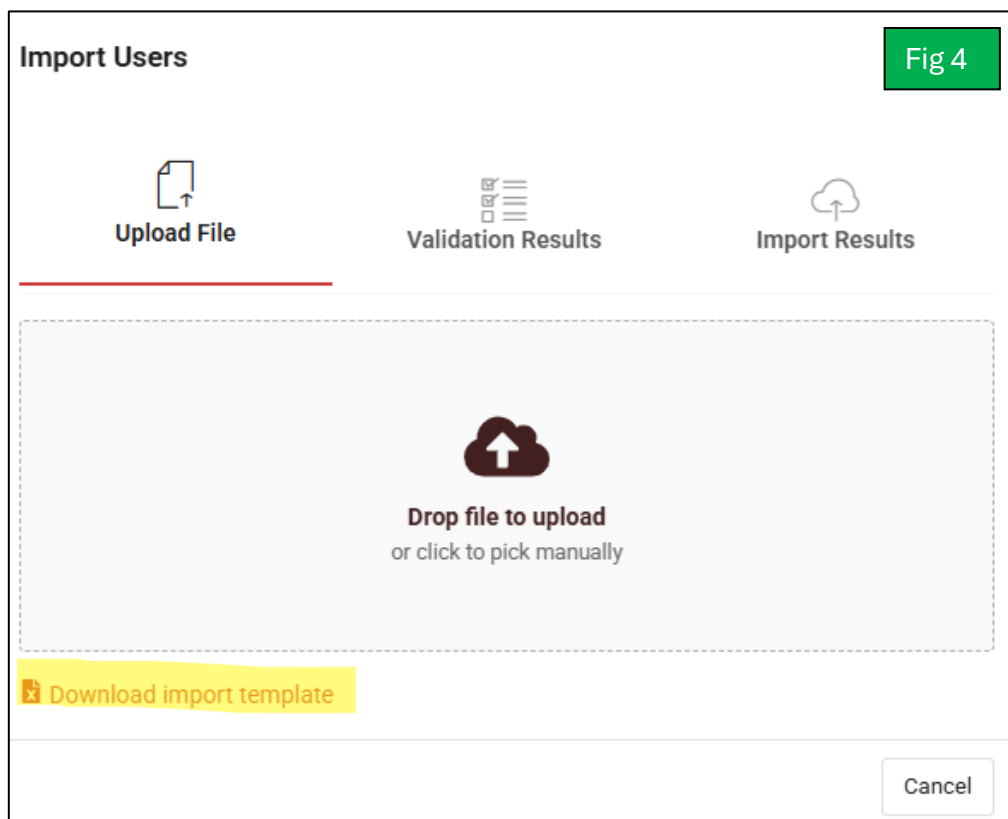
If you have a **large set** of students to add, you can use the import functionality to create new students and add them to an existing cohort.

Click on **Menu > Users > Import Users > Download Import Template**



**Fig 3**

| Name                  | Email Address                             | Emirates Id | Role         | Organisation                              | Groups | Created    | Status |
|-----------------------|-------------------------------------------|-------------|--------------|-------------------------------------------|--------|------------|--------|
| Doon Barton           | holly.fowler-nihss5@myknowledgemap.com    | —           | Trainee      | CCAD Emergency Medicine                   | 0,1    | 9 Jan 2024 | —      |
| Petra Borough         | holly.fowler-nihss4@myknowledgemap.com    | —           | Trainee      | SKMC Emergency Medicine                   | 0,1    | 9 Jan 2024 | —      |
| Edna Borough-Waverley | holly.fowler-nihss3@myknowledgemap.com    | —           | Trainee      | MBRU Medical Internship                   | 0,1    | 9 Jan 2024 | —      |
| Don Caster            | holly.fowler-nihss6@myknowledgemap.com    | —           | Trainee      | DHA Medical Internship                    | 0,1    | 9 Jan 2024 | —      |
| Nia Castle            | holly.fowler-nihss4@myknowledgemap.com    | —           | Trainee      | Tawam Obstetrics and Gynaecology          | 0,1    | 9 Jan 2024 | —      |
| NIHS Course Admin     | holly.fowler-nihssatca@myknowledgemap.com | —           | Course admin | National Institute for Health Specialties | 0,0    | 5 Jan 2024 | —      |
| Len Dunkinscross      | holly.fowler-nihss1@myknowledgemap.com    | —           | Trainee      | Comiche Obstetrics and Gynaecology        | 0,1    | 9 Jan 2024 | —      |
| Steven Edge           | holly.fowler-nihss7@myknowledgemap.com    | —           | Trainee      | Tawam Obstetrics and Gynaecology          | 0,1    | 9 Jan 2024 | —      |



**Import Users**

**Fig 4**

Upload File      Validation Results      Import Results

Drop file to upload  
or click to pick manually

Download import template

Cancel

## Excel Template Structure

|    | A              | B                | C               | D     | E            | F        | G           | H         | I                | J                         | K                           | L               | M          | N |
|----|----------------|------------------|-----------------|-------|--------------|----------|-------------|-----------|------------------|---------------------------|-----------------------------|-----------------|------------|---|
| 1  | UserIdentifier | FirstName(en-GB) | LastName(en-GB) | Email | OrgReference | MainRole | Emirates ID | Reference | SendVerification | Username (SSO Identifier) | UAEPassUAT (SSO Identifier) | GroupReference1 | GroupRole1 |   |
| 2  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 3  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 4  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 5  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 6  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 7  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 8  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 9  |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 10 |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 11 |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 12 |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 13 |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 14 |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 15 |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |
| 16 |                |                  |                 |       |              |          |             |           |                  |                           |                             |                 |            |   |

Fig 5

Fill the columns as per below data instructions

- **First Name**
- **Last Name**
- **Email**
- **OrgReference:** System ID of your organization, copy it from **Menu > Organizations > System ID of Program [Fig 6]**
- **Main Role** (Trainee, Faculty/Assessor or Program Director)
- **Add Emirates ID No in Column (G, H, K) without dash**
- **SendVerification:** true
- **GroupReference1:** System ID of your Group, copy it from **Menu > Groups > System ID of Program [Fig 7]**

**NOTE:** Make sure to create the group [Page 5] first before importing users, columns other than mentioned above are not mandatory, leave it blank.

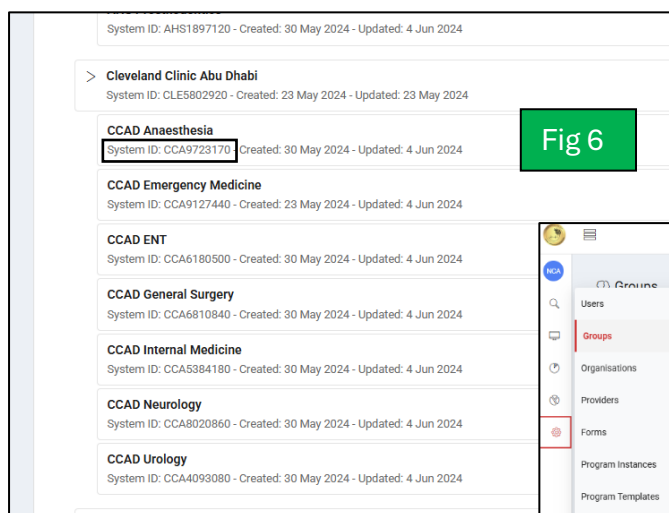


Fig 6

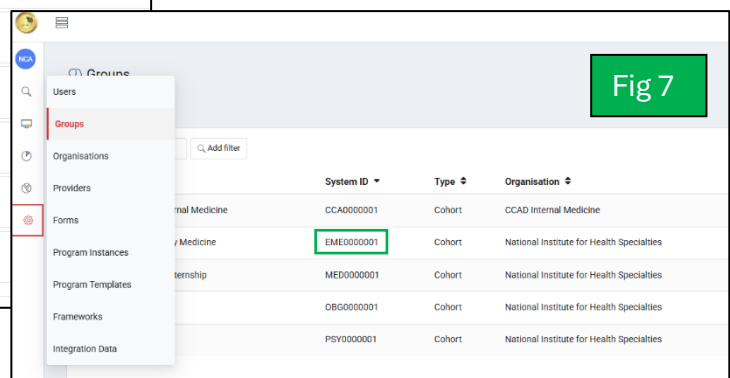


Fig 7

## Create New Group

1. Click on **Menu > Groups > Create Group**
2. Add details including
  - a. **Organization**
  - b. **Type (Must be cohort)**
  - c. **Name (Organization - Specialty - Year of Admission)**  
**Examples:**  
**CCAD - Internal Medicine - 2024**  
**SKMC - Psychiatry - 2024**  
**Tawam - Internal Medicine - 2024**
  - d. **Start Date & End Date (Training Program Period)**
3. Click "Create"
4. Copy the System ID needed for Excel Import in Fig 5 Column L
5. To assign Trainees one by one to the group Click on the last column in Fig 9 on 3 dots ... **Edit Group > Add User** from Right Panel & Click Update

**Create Group**

Basic Info Fig 8

Organisation \*

Type \*

Name \*

Description

Start Date

End Date

**Fig 9**

Groups

System ID Type Organisation Start Date End Date Users Created

|             |        |                                           |            |            |   |             |     |
|-------------|--------|-------------------------------------------|------------|------------|---|-------------|-----|
| CCAD0000001 | Cohort | CCAD Internal Medicine                    | 1 Jan 2024 | 1 Jan 2029 | 2 | 3 Jun 2024  | ... |
| EMED0000001 | Cohort | National Institute for Health Specialties | 1 Jan 2024 | 1 Jan 2029 | 6 | 12 Jan 2024 | ... |
| MED0000001  | Cohort | National Institute for Health Specialties | 1 Jan 2024 | 1 Jan 2029 | 5 | 12 Jan 2024 | ... |
| OBO0000001  | Cohort | National Institute for Health Specialties | 1 Jan 2024 | 1 Jan 2029 | 6 | 12 Jan 2024 | ... |
| PSY0000001  | Cohort | National Institute for Health Specialties | 1 Jan 2024 | 1 Jan 2029 | 6 | 12 Jan 2024 | ... |

## Create New Program Instances

**Note:** Annually

1. Click on **Menu > Program Instances > Create Instance**
2. Add details including
  - **Name (Organization - Specialty - Year of Admission)**  
**Example: Tawam - Anesthesia - 2024**
  - **Template (Select from dropdown) E.g Anesthesia**
  - **Group (Choose the same group created in Page 5)**

**Fig 10**

| Organisation                              | Template                                   | Group                  | Start Date | End Date   | Created           | Edited           | Status   |
|-------------------------------------------|--------------------------------------------|------------------------|------------|------------|-------------------|------------------|----------|
| National Institute for Health Specialties | NIHS Emergency Medicine (DO NOT USE)       | Emergency Medicine     | 1 Jan 2024 | 1 Jan 2029 | 12 Jan 2024 13:38 | 5 Mar 2025 18:39 | Archived |
| National Institute for Health Specialties | Cloned from Internal Medicine (DO NOT USE) | CCAD Internal Medicine | 1 Jan 2024 | 1 Jan 2029 | 12 Feb 2025 09:50 | 5 Mar 2025 18:40 | Archived |
| National Institute for Health Specialties | Internal Medicine (NEW)                    | CCAD Internal Medicine | 1 Jan 2025 | 1 Jan 2029 | 17 Jan 2025 14:11 | 5 Mar 2025 21:04 | Live     |
| National Institute for Health Specialties | NIHS Medical Internship (DO NOT USE)       | Medical Internship     | 1 Jan 2024 | 1 Jan 2029 | 12 Jan 2024 13:40 | 5 Mar 2025 18:40 | Archived |
| National Institute for Health Specialties | NIHS Obstetrics & Gynaecology (DO NOT USE) | OBGYN                  | 1 Jan 2024 | 1 Jan 2029 | 12 Jan 2024 13:41 | 5 Mar 2025 18:40 | Archived |
| National Institute for Health Specialties | NIHS Psychiatry (DO NOT USE)               | Psychiatry             | 1 Jan 2024 | 1 Jan 2029 | 12 Jan 2024 13:42 | 5 Mar 2025 18:40 | Archived |

**Create Program**

**Name \***

Tawam - Anesthesia - 2024

**Template \***

Anesthesia

**Group \***

UDI Tawam - Anesthesia - 2024 (Cohort (PGY))

Cancel Create

**Fig 11**

- When you click **Create**, a list of programs will pop up. Select your program.
- Set the Status to Live (Fig 12).
- Make sure 'Start Date' and 'End Date' are correct (Training Program Period)

**Fig 12**

Tawam - Anesthesia - 2024

Admin > Program Instances > Tawam - Anesthesia - 2024

Details

Name \*  
Tawam - Anesthesia - 2024

Description

Status  
Live

Template  
Anesthesia (DO NOT USE)

Group  
Tawam - Anesthesia - 2024 (1 trainees)

Start Date  
01/09/2025

End Date  
01/09/2030

Target Hours  
0

Allocation

Import Allocations

Navigate between the part/section to begin allocating trainees to PGY providers within this instance. All allocations can be managed in real time.  
If no dates are set at the section level then the parent section dates will be used.

PGY1 1 Sep 2025 1 Sep 2026

Start Date  
01/09/2025

End Date  
01/09/2026

Target Hours  
0

EPAs 1 Sep 2025 1 Sep 2026 (2 forms)

Start Date  
01/09/2025

End Date  
01/09/2026

Target Hours  
0

Grace Period (days)  
0

Allocation-specific deadlines (Applies to split placements only)

Show filters

Reference: 6ae476a4-246f-41b4-9714-e59908a9ea5a

Import

Add allocation

| Trainee                | Start Date | End Date   | Target hours | PGY        |
|------------------------|------------|------------|--------------|------------|
| Liam Keane (019284759) | 01/09/2025 | 01/09/2026 | 0            | Anesthesia |

- Expand ▼ PGY 1 tab then click on ▼ EPAs tab and start to allocate the trainees by clicking on **Add Allocation**
- Add Details as following
  - **Trainee:** Name from dropdown
    - **Specialty:** Organization & Program from dropdown
    - **Start Date & End Date:** One year only (Academic Year)

Repeat the same steps for each PGY level.

**Fig 13**

Create allocation

Trainee \*  
Liam Keane - (holly.fowler+nihs10@myknowledgemap.com)

Specialty  
Tawam Anaesthesia

Start Date \*  
01/09/2025

End Date \*  
01/09/2026

Target Hours  
0

Practice Staff  
Add a new user...

You have yet to assign any assessors/supervisors.

Close Create



## Bulk Allocate Trainee to Program Instance

If you have a **large set** of students to add, you can use the import functionality to allocate them directly

Click on **Menu > Program Instances > Your Instance > Import > Allocation > Download Template [Fig 12]**

|    | A         | B                               | C         | D       | E            | F              | G                     |
|----|-----------|---------------------------------|-----------|---------|--------------|----------------|-----------------------|
| 1  | StudentId | Provider Systemid or Short Code | StartDate | EndDate | Target Hours | AssessorEmail1 | AssessorRelationship1 |
| 2  |           |                                 |           |         |              |                |                       |
| 3  |           |                                 |           |         |              |                |                       |
| 4  |           |                                 |           |         |              |                |                       |
| 5  |           |                                 |           |         |              |                |                       |
| 6  |           |                                 |           |         |              |                |                       |
| 7  |           |                                 |           |         |              |                |                       |
| 8  |           |                                 |           |         |              |                |                       |
| 9  |           |                                 |           |         |              |                |                       |
| 10 |           |                                 |           |         |              |                |                       |
| 11 |           |                                 |           |         |              |                |                       |
| 12 |           |                                 |           |         |              |                |                       |
| 13 |           |                                 |           |         |              |                |                       |

Fig 14

> Tawam Hospital  
 System ID: TAW2518470 - Created: 23 May 2024 - Updated: 23 May 2024

Tawam Anaesthesia  
 System ID: TAW3267920 - Created: 30 May 2024 - Updated: 30 Apr 2025

Tawam Clinical Genetic  
 System ID: TAW6896200 - Created: 30 May 2024 - Updated: 30 May 2024

Fig 15

Fill the columns as per below data instructions

- Student ID (Emirates ID without dash -)
- Provider system or short code: Program system ID from **Menu > Provider > Your Organization > Specialty [Fig 15]**
- StartDate: Academic Year Starting (1 year only)  
(dd/mm/yyyy - 01/09/2025)
- EndDate: Academic Year Ending (1 year only)  
(dd/mm/yyyy - 01/09/2026)
- Leave the rest empty



## Next Academic Year

For future academic years, the platform is designed to automatically advance trainees to their next PGY level. Therefore, you will only need to create new accounts for newly joining PGY 1 trainees.

The steps will remain the same:

- Create a new group, E.g., Tawam - Anesthesia - 2025
- Import users, if you're handling a large number
- Create a new program instance, E.g., Tawam – Anesthesia - 2025
- Allocate PGY 1 trainees under the new instance
- Set the appropriate start and end dates

This ensures the onboarding process is streamlined while maintaining accurate tracking for each academic cycle.



## Reference

### Managing Users

Creating users manually: <https://youtu.be/liF8l-bWcpw>

Creating users in Bulk: <https://youtu.be/wX-OMhtun5g>

Editing Users: <https://youtu.be/HwLfty9KU40>

\*Sending Verification for users: <https://youtu.be/qqrwp-qg400>

*\*Please note: For the video on how to send a verification to a user, this is not applicable for UAE PASS log in.*

### Managing Groups

Creating groups manually: <https://youtu.be/E3jfolkgAk>

Creating groups in bulk: <https://youtu.be/rl5Vhjdsn1w>

Merging groups: <https://youtu.be/AC4121lgZT4>

Editing groups: <https://youtu.be/NVgPDMvi7Ls>

