



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 : 18th August 2025



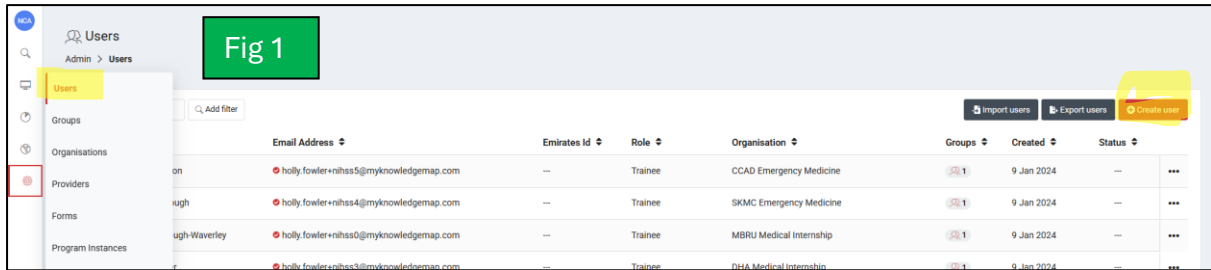
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Create new Trainee accounts

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 (Leave this option unchecked so that you can access the platform using UAE PASS)**

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**

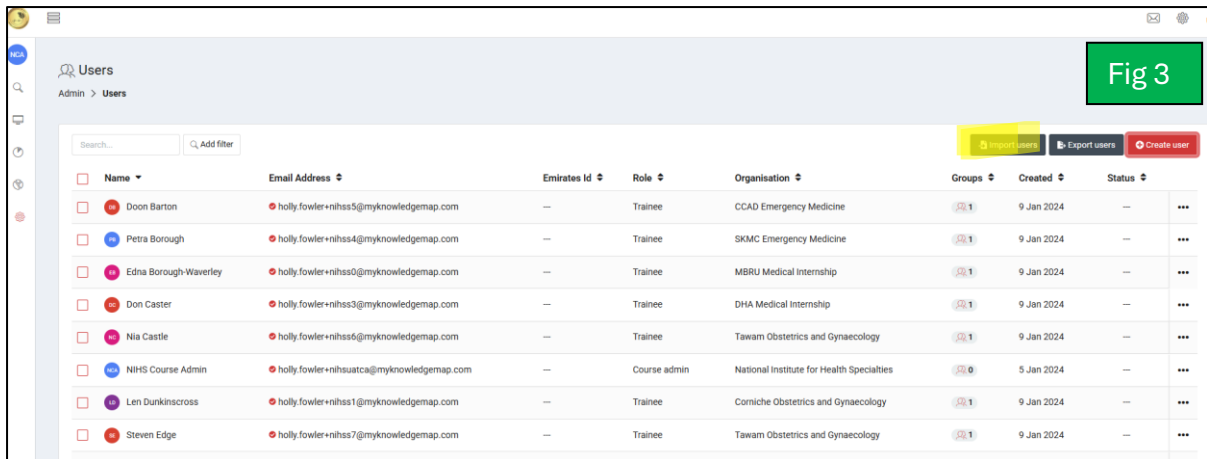
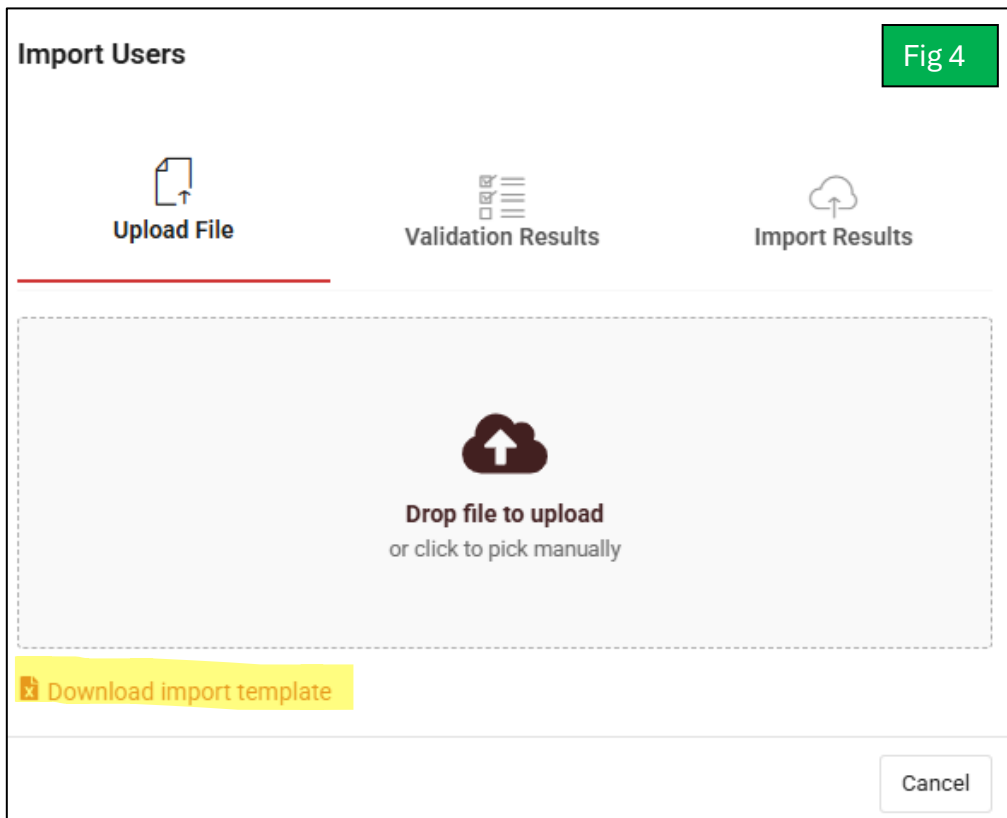


Fig 3

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	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

Fig 11

Create Program

Name *

Tawam - Anesthesia - 2024

Template *

Anesthesia

Group *

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

Cancel Create

- 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

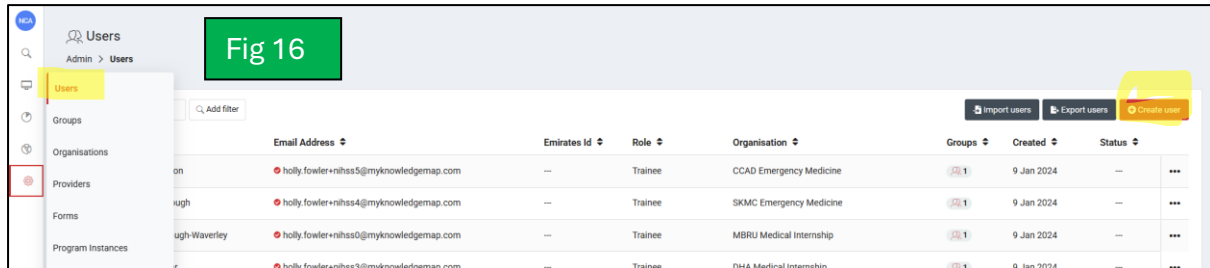
Fill the columns as per below data instructions

- 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

Create new Program Directo and Faculty accounts

3. Login using a Coordinator account
4. Click on **Menu > Users > Create User**

Fig 16



	Email Address	Emirates ID	Role	Organisation	Groups	Created	Status	
on	holly.fowler@nihs5@myknowledgegap.com	---	Trainee	CCAD Emergency Medicine	1	9 Jan 2024	---	...
ugh	holly.fowler@nihs4@myknowledgegap.com	---	Trainee	SKMC Emergency Medicine	1	9 Jan 2024	---	...
ugh Waverley	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 (institution-program)**
- **First Name**
- **Last Name**
- **Email**
- **Main Role (Program Director or assessor/faculty)**
- **Status (Active)**
- **Emirates ID (Only numbers without - sign)**
- **Send Verification Email (Leave this option unchecked so that you can access the platform using UAE PASS)**
- **Add a new group (add the PD or faculty to a specific group)**

Create User

Basic Info

Integration

Groups (4)

Providers (0)

Relationships (0)

Organisation *

Tawam Internal Medicine

First Name *

Shamma

Last Name *

Mohammed (Test)

Email *

SHAMMA@SEHA.AE

Other Emails

+ Add other email

Main Role *

Faculty/Assessor

Status

Active

Emirates ID

784200064748000

☐ Send Verification Email

Add a new group...

T1	Tawam - Internal Medicine - 2025 (Cohort (PGY))	Select role	...
T1	Tawam - Internal Medicine - 2024 (Cohort (PGY))	Select role	...
T1	Tawam - Internal Medicine - 2023 (Cohort (PGY))	Select role	...
T1	Tawam - Internal Medicine - 2022 (Cohort (PGY))	Select role	...

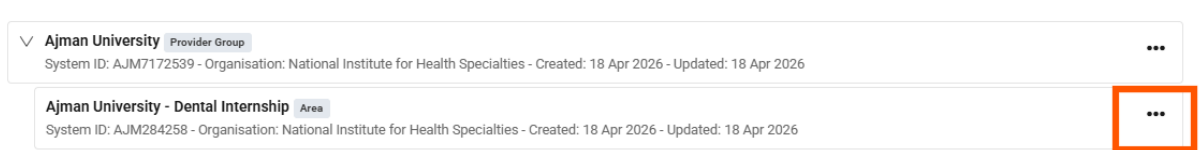
Cancel Create

Fig 17

Link Faculty to a dropdown authorized list

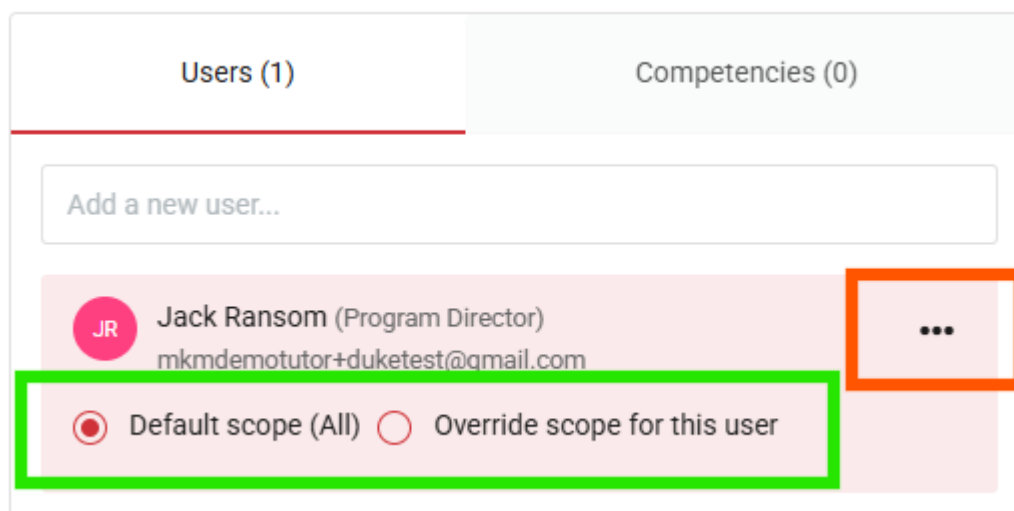
Step 1 - Link Assessors / Faculty to Providers

Within the Providers menu option, select the area you wish to link an Assessor / Faculty user to. For example "Ajman University - Dental Internship". *(These must be the providers used when allocating students to Placement blocks within an Instance)* Click the 3 dots far right:



Click "view/edit" and under "Users" add the name of the Assessor / Faculty member who is authorised to sign off trainee's EPAs. The default options, give the user "Default scope" - this is what you currently require. (Changing to "Override scope for this user" allows you to limit the visibility to only trainee's from specific Organisations)

If you need to change the role of the user, click the 3 dots in orange and click "assign role". For example, in my screenshot I have chosen a user who is a Program Director, but I may want - within this area, the user to have a different role:





Updated role example:

Users (1)	Competencies (0)
Add a new user...	
Jack Ransom (Program Director) mkmdemotutor+duketest@gmail.com Faculty/Assessor ▼ ⋮ ☒ Default scope (All) ☐ Override scope for this user	

Once you're happy, click "update" to save.



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 - 2026
- Import users, if you're handling a large number
- Create a new program instance, E.g., Tawam – Anesthesia - 2026
- 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.

Program Instance Review

You can review your program instance and ensure the moving of the trainees from the steps below:

Go to Program Instance:

Fig 18

Name	Organisation	Template	Group	Start Date	End Date	Created	Edited	Status
Tawam - Anaesthesia - 2021	National Institute for Health Specialties	Anesthesia	Tawam - Anaesthesia - 2021	1 Sep 2021	31 Aug 2026	18 Sep 2025 15:19	9 Feb 2026 20:07	Live
Tawam - Anaesthesia - 2022	National Institute for Health Specialties	Anesthesia	Tawam - Anaesthesia - 2022	1 Sep 2022	31 Aug 2027	11 Sep 2025 13:55	9 Feb 2026 20:07	Live
Tawam - Anaesthesia - 2023	National Institute for Health Specialties	Anesthesia	Tawam - Anaesthesia - 2023	1 Sep 2023	31 Aug 2028	11 Sep 2025 13:34	9 Feb 2026 20:07	Live
Tawam - Anaesthesia - 2024	National Institute for Health Specialties	Anesthesia	Tawam - Anaesthesia - 2024	1 Sep 2024	31 Aug 2029	11 Sep 2025 13:19	9 Feb 2026 20:08	Live
Tawam - Anaesthesia - 2025	National Institute for Health Specialties	Anesthesia	Tawam - Anaesthesia - 2025	1 Sep 2025	31 Aug 2030	8 Sep 2025 10:21	9 Feb 2026 20:08	Live

Select 1 Cohort e.g: (Tawam – Anesthesia – 2025)

In the **PGY 1** tab, there are **Start Date and End Date** fields. Once the **End Date** is reached, all allocated trainees are automatically promoted to **PGY 2**. However, this process can also be managed manually, allowing you to promote individual trainees or prevent specific trainees from being promoted to **PGY 2**.

Fig 19

Tawam - Anaesthesia - 2025

Admin > Program Instances > Tawam - Anaesthesia - 2025

Details

Name: Tawam - Anaesthesia - 2025

Description:

Status: Live

Reference: 9e833159-574c-4ac0-a4f5-2241c25357c

Template: Anesthesia

Group: Tawam - Anaesthesia - 2025 (3 Trainees)

Start Date: 01/09/2025, End Date: 31/08/2030

Default Section: PGY1 > EPAs

Allocation

Navigate between the part/section to begin allocating Trainees to Specialty 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 31 Aug 2026

Start Date: 01/09/2025, End Date: 31/08/2026, Target Hours: 0

EPAs 1 Sep 2025 31 Aug 2026 (2 forms)

Start Date: 01/09/2025, End Date: 31/08/2026, Target Hours: 0, Access Window (days): 14, Grace Period (days): 0

☐ Allocation-specific deadlines (Applies to split placements only) (1)

Show filters

Reference: 18859545-ba5d-4eb4-b5e2-86def012857b

Import, Add Specialty

Trainee	Start Date	End Date	Target hours	Root Provider	Provider	Faculty	
Khadejah Alm...	01/09/2025	31/08/2026	—	Tawam Hospital (Tawam)	Tawam - Anaesthesia	0	☐
Latifa Alazezi...	01/09/2025	31/08/2026	—	Tawam Hospital (Tawam)	Tawam - Anaesthesia	0	☐
Shaikha Alsha...	01/09/2025	31/08/2026	—	Tawam Hospital (Tawam)	Tawam - Anaesthesia	0	☐

To **move trainees** manually, follow the steps below:

1. Select one or more trainees.

Fig 20

Details

Name *
Tawam - Anaesthesia - 2025

Description

Status
Live

Reference
9e833159-574c-4ac0-a4f5-2241c255357c

Template
Anaesthesia

Group
Tawam - Anaesthesia - 2025 (3 Trainees)

Start Date
01/09/2025

End Date
31/08/2030

Default Section
PGY1 > EPAs

Allocation

PGY1 1 Sep 2025 31 Aug 2026

Start Date
01/09/2025

End Date
31/08/2026

Target Hours
0

EPAs 1 Sep 2025 31 Aug 2026 (2 forms)

Start Date
01/09/2025

End Date
31/08/2026

Target Hours
0

Access Window (days)
14

Grace Period (days)
0

Allocation-specific deadlines (Applies to split placements only) (1)

Show filters

Reference: 18859545-ba5d-4eb4-b5e2-86def012857b

Bulk actions (2)

Trainee	Start Date	End Date	Target hours	Root Provider	Provider	Faculty
Khadejah Alm...	01/09/2025	31/08/2026	--	Tawam Hospital (Tawam)	Tawam - Anaesthesia	0
Latifa Alazezi...	01/09/2025	31/08/2026	--	Tawam Hospital (Tawam)	Tawam - Anaesthesia	0
Shaikha Alsha...	01/09/2025	31/08/2026	--	Tawam Hospital (Tawam)	Tawam - Anaesthesia	0

Click **Bulk Actions**, then select **Move Specialties**.

Fig 21

Details

Name *
Tawam - Anaesthesia - 2025

Description

Status
Live

Reference
9e833159-574c-4ac0-a4f5-2241c255357c

Template
Anaesthesia

Group
Tawam - Anaesthesia - 2025 (3 Trainees)

Start Date
01/09/2025

End Date
31/08/2030

Default Section
PGY1 > EPAs

Allocation

PGY1 1 Sep 2025 31 Aug 2026

Start Date
01/09/2025

End Date
31/08/2026

Target Hours
0

EPAs 1 Sep 2025 31 Aug 2026 (2 forms)

Start Date
01/09/2025

End Date
31/08/2026

Target Hours
0

Access Window (days)
14

Grace Period (days)
0

Allocation-specific deadlines (Applies to split placements only) (1)

Show filters

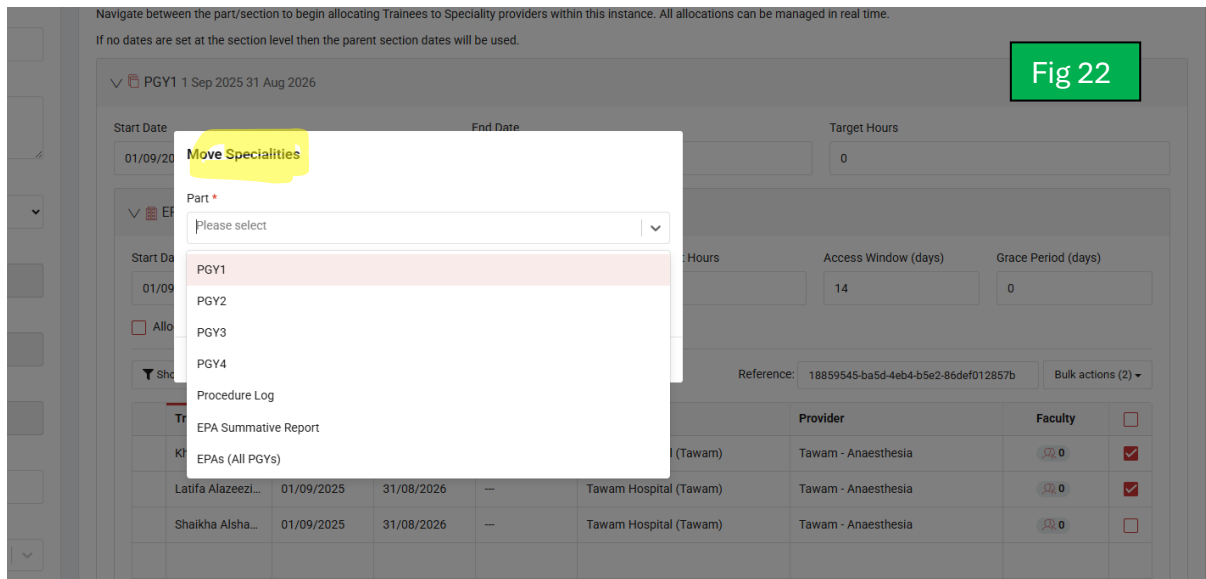
Reference: 18859545-ba5d-4eb4-b5e2-86def012857b

Bulk actions (2)

Trainee	Start Date	End Date	Target hours	Root Provider	Provider
Khadejah Alm...	01/09/2025	31/08/2026	--	Tawam Hospital (Tawam)	Tawam - Anaesthesia
Latifa Alazezi...	01/09/2025	31/08/2026	--	Tawam Hospital (Tawam)	Tawam - Anaesthesia
Shaikha Alsha...	01/09/2025	31/08/2026	--	Tawam Hospital (Tawam)	Tawam - Anaesthesia

Change provider
Change dates
Change target hours
Move Specialties
Pre-filled timesheet adjustments
Delete

Select the **PGY level** to which the trainee will be promoted, or choose to keep the trainee at the current PGY level.



Repeat this process for all program instances within the same program.



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>

