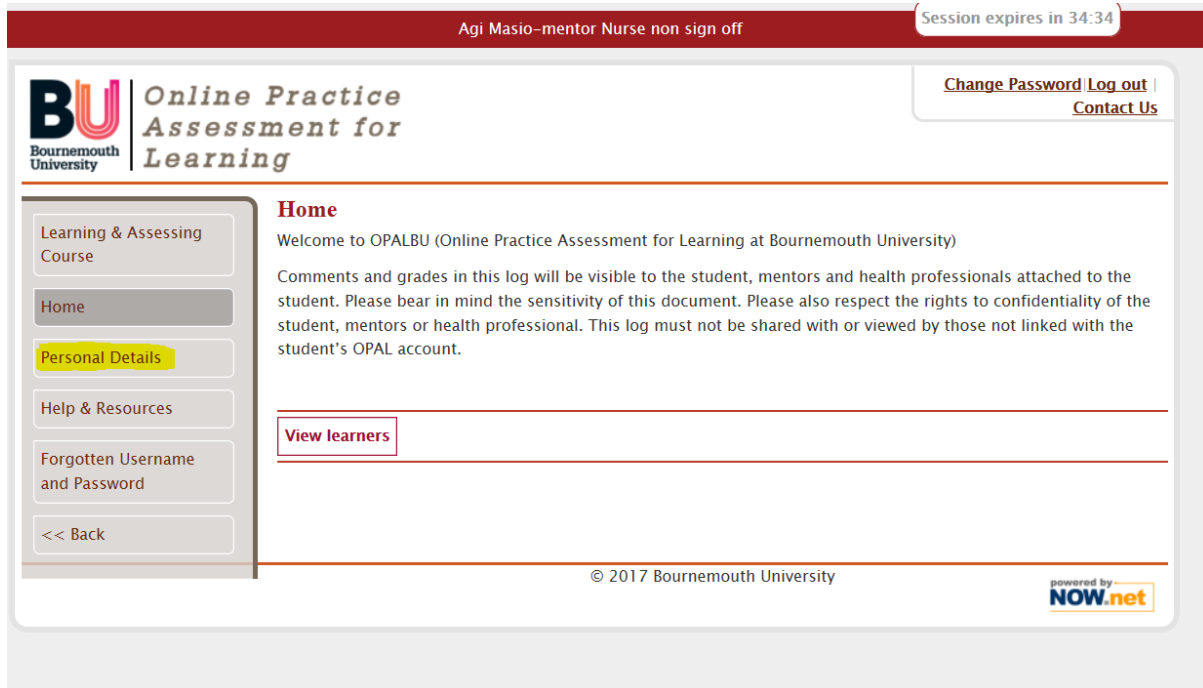


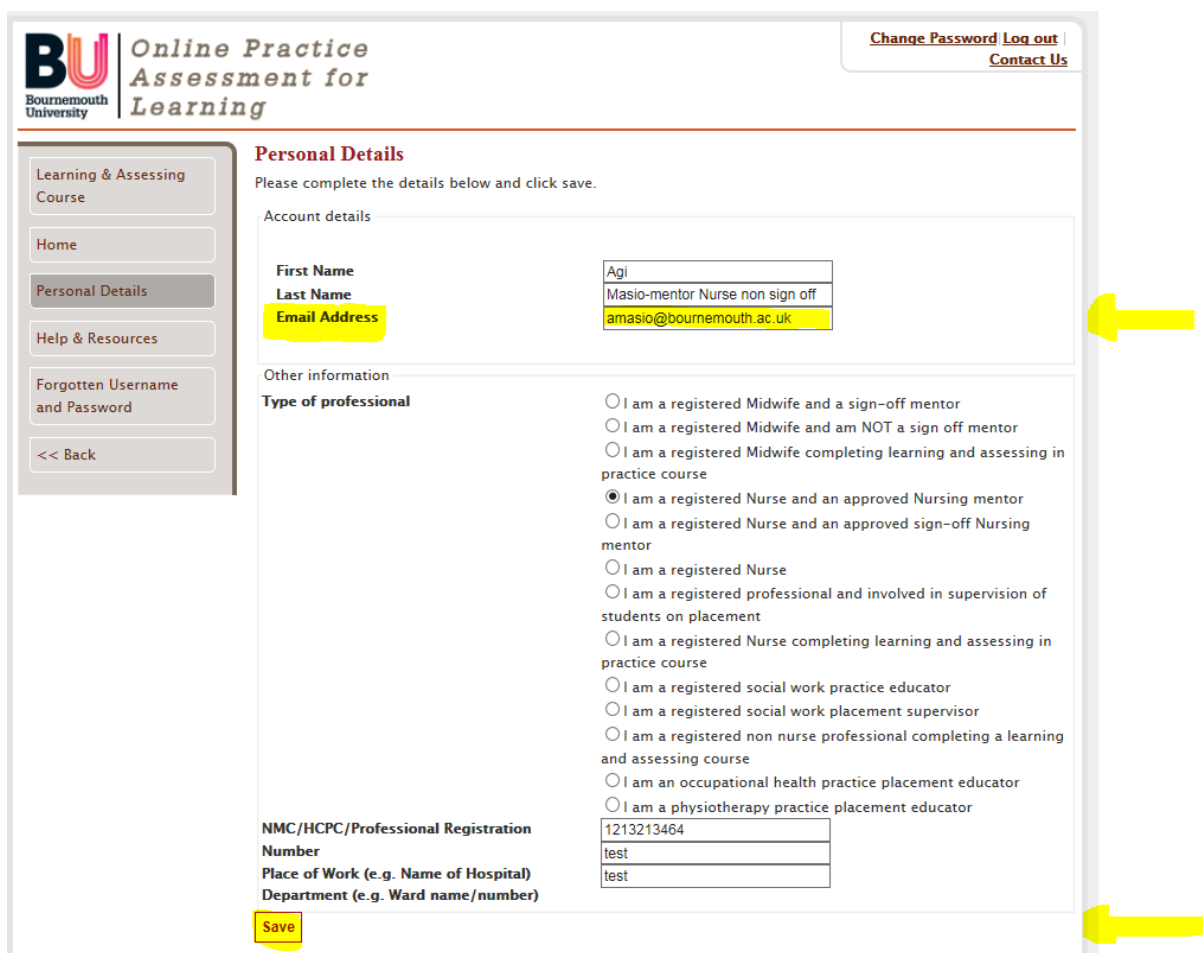
OPAL Technical Guide 10-Updating Mentor Details

1. Please login to OPAL and go to 'Personal Details' tab.



The screenshot shows the OPALBU (Online Practice Assessment for Learning at Bournemouth University) Home page. At the top, a red banner displays the user's name 'Agi Masio-mentor Nurse non sign off' and a session timer 'Session expires in 34:34'. The Bournemouth University logo and 'Online Practice Assessment for Learning' title are on the left. A sidebar on the left contains navigation links: 'Learning & Assessing Course', 'Home', 'Personal Details' (highlighted in yellow), 'Help & Resources', 'Forgotten Username and Password', and '<< Back'. The main content area is titled 'Home' and contains a welcome message, a disclaimer about confidentiality, and a 'View learners' button. At the bottom, it shows the copyright '© 2017 Bournemouth University' and a 'powered by NOW.net' logo.

2. Amend email details or any other information that is incorrect and press the 'Save' button.



The screenshot shows the 'Personal Details' page in the OPALBU system. The sidebar on the left is identical to the previous page, with 'Personal Details' highlighted. The main content area is titled 'Personal Details' and includes the instruction 'Please complete the details below and click save.' The form is divided into two sections: 'Account details' and 'Other information'. In the 'Account details' section, the 'First Name' is 'Agi', the 'Last Name' is 'Masio-mentor Nurse non sign off', and the 'Email Address' is 'amasio@bournemouth.ac.uk' (highlighted in yellow with a yellow arrow pointing to it). The 'Other information' section contains a 'Type of professional' list with radio buttons. The selected option is 'I am a registered Nurse and an approved Nursing mentor'. Below this, there are fields for 'NMC/HCPC/Professional Registration Number' (1213213464), 'Place of Work (e.g. Name of Hospital)' (test), and 'Department (e.g. Ward name/number)' (test). A yellow arrow points to the 'Save' button at the bottom left of the form.