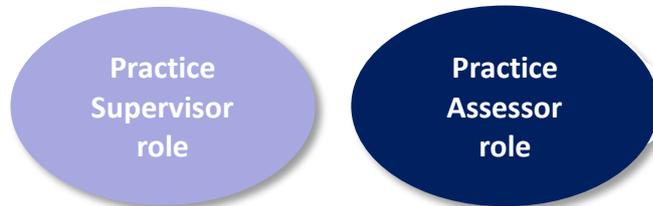


OPAL2 MORA Guide Sheets

Health Professionals - registering as OPAL user



- **If you are registered in OPAL already you do not need to register again.**
- Search online for www.opalbu.com and click on opalBU.com – Home.
- You may want to save this site in your ‘favourites’ for future use.
- Once in OPAL click on ‘Mentor/PPE registration’ in the left hand margin (Mentor is used as a generic term as many professional programmes are using OPAL at BU).
- Complete the registration form as follows:
- Please always register using your NHS email address if you have one (if you need to register a non NHS email address please be aware that we will audit this and email non NHS emails to confirm user identify)
- Your username should be your preferred first and last name together (for example jeanjones). It is not upper or lower case specific.
- You can choose whatever password you would like, providing it is not easily guessable and your students do not know what it is.
- Please register in the Midwifery section as a:

Practice Supervisor

- For those Registered Midwives who have done the short Practice Supervisor course.

Practice Assessor

- For those Registered Midwives who have done a Practice Assessor course or are previous Sign-Off Mentors who have done a short SSSA update session.
- Your Trust may not need you to undertake this role currently, but you should still register at this higher level, as a Practice Assessor, if eligible.
- This will also automatically include the ability to work as a Practice Supervisor in OPAL.

Other information

Type of professional

Midwifery

- I am a Registered Midwife. I am a Practice Assessor (PA) with current knowledge and expertise and I am appropriately prepared for this role. I am also a Practice Supervisor (PS). I recognise that I may work in either role but cannot perform both roles simultaneously for the same student.
- I am a Registered Midwife. I am a Practice Supervisor (PS) with current knowledge and experience and I am appropriately prepared for the role
- I am a registered health or social care professional (non midwife) and Practice Supervisor (PS) with current knowledge and expertise and I am appropriately prepared for the role.

- The option chosen should match the level of qualification recorded by your Trust. Your level of access will vary depending on the status you enter at registration. If you subsequently undertake/pass a qualification your status can be changed.
- You need to enter your NMC number, because signing students work, skills or competencies requires you to be an RM in order to do so. You do not need to add your staff number.
- Your 'Location' is your Trust's name
- You can now work with any student midwife in your Trust who creates a 'relationship' with you so you will not need to register again.
- Next time you enter OPAL you can log-in from the top right corner of the screen.

Important note: OPAL will only run one profile on any device at the same time. It is essential to log out of one profile (eg Student) before logging into another (eg Practice Supervisor)