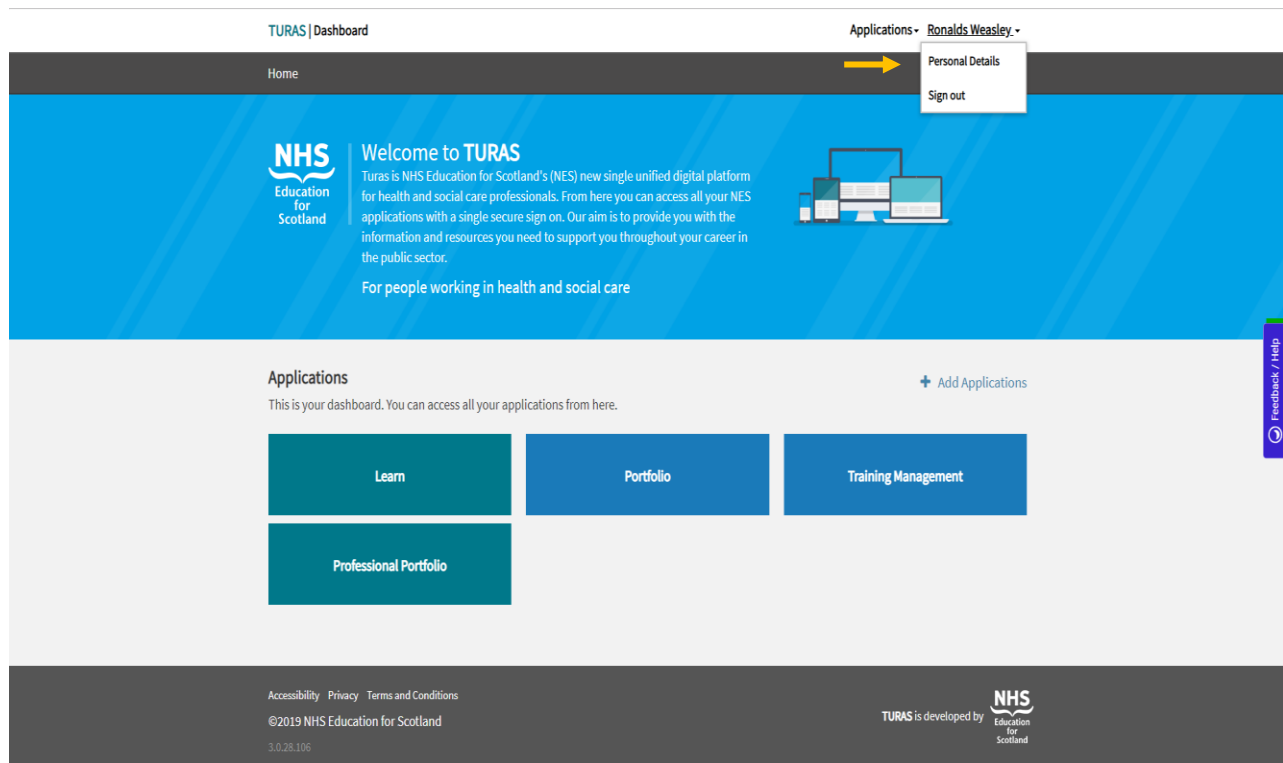


TRAINEES

HOW TO ADD YOUR PHOTO TO YOUR PORTFOLIO

Step 1

- Log into Turas.
- Click on the dropdown underneath your name on the Turas Dashboard and choose Personal Details.

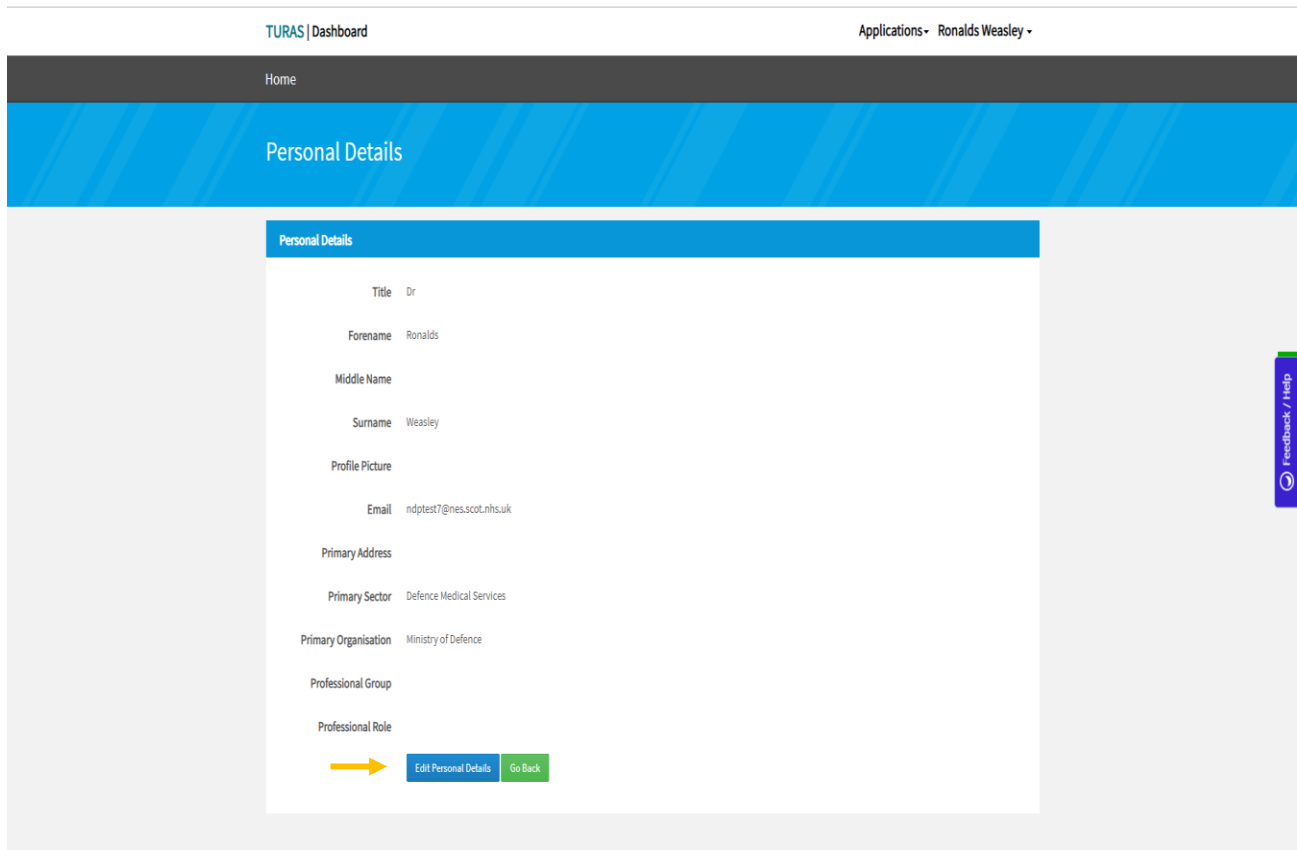


The screenshot shows the Turas Dashboard interface. At the top left, it says "TURAS | Dashboard". In the top right corner, there is a user profile section labeled "Applications - Ronalds Weasley -". A yellow arrow points to a dropdown menu that is open, showing two options: "Personal Details" and "Sign out". Below the header, there is a blue banner with the NHS Education for Scotland logo and a "Welcome to TURAS" message. The main content area is titled "Applications" and includes a "+ Add Applications" button. There are four buttons for navigation: "Learn", "Portfolio", "Training Management", and "Professional Portfolio". The footer contains accessibility information, copyright notice for 2019 NHS Education for Scotland, and the version number 3.0.28.106. It also states "TURAS is developed by" followed by the NHS Education for Scotland logo.

Step 2

You will be taken to your Personal Details page.

- Click Edit Personal Details



The screenshot shows the 'Personal Details' page in the TURAS system. The page header includes 'TURAS | Dashboard' and 'Applications - Ronalds Weasley'. A navigation bar contains 'Home'. The main content area is titled 'Personal Details' and contains a form with the following fields:

Title	Dr
Forename	Ronalds
Middle Name	
Surname	Weasley
Profile Picture	
Email	ndptest7@nes.scot.nhs.uk
Primary Address	
Primary Sector	Defence Medical Services
Primary Organisation	Ministry of Defence
Professional Group	
Professional Role	

At the bottom of the form, there is a yellow arrow pointing to a blue button labeled 'Edit Personal Details' and a green button labeled 'Go Back'. A vertical 'Feedback / Help' button is located on the right side of the page.

Step 3

- You can update your personal details from this page.
- Click Choose file next to Profile Picture. Browse your desktop/pc for your photo. Your profile picture must be one of the following file types: JPG, JPEG, PNG, GIF, TIF, TIFF, BMP.
- Once you have selected your chosen photo, click save. NOTE: that “Sector” and “Organisation” fields are mandatory within this page and should be completed. If these fields are blank you MUST select entries for these fields. If you do not do this, you will be unable to upload your profile picture/photo.

TURAS | Dashboard Applications - Ronalds Weasley -

Home

Edit Personal Details

Edit Personal Details


Title

Forename *

Middle Name

Surname *

Email Address *

Profile Picture No file chosen 

Registration Number(s) Enter any that apply

	Number	Registration date	Revalidation date
Medicine (GMC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dentistry (GDC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optometry (GOC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pharmacy (GPHC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nursing & Midwifery (NMC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Psychology/Healthcare (HCPC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
University (Matriculation)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please select your primary Sector and then your primary Organisation.

Sector *

Please select your Professional Group and then your Professional Role.

Professional Group


Professional Role

Accessibility Privacy Terms and Conditions

©2019 NHS Education for Scotland

3.0.28.106

TURAS is developed by



Feedback / Help

Feedback / Help

Step 4

- Once you have saved your profile picture you will see the following message. You can change your photo at anytime by following step 3 above.

TURAS | Dashboard Applications - Ronalds Weasley -

Home

Personal Details


Completed
Your details have been updated.
These changes will be reflected in Turas applications when you next login.

Title Dr

Forename Ronalds

Middle Name

Surname Weasley

Profile Picture


Email ndptest7@nes.scot.nhs.uk

Primary Address

Primary Sector NHS Boards in Scotland

Primary Organisation NHS Education for Scotland

Professional Group

Professional Role

[Edit Personal Details](#)
[Go Back](#)


Feedback / Help

Feedback

Accessibility Privacy Terms and Conditions

©2019 NHS Education for Scotland

3.0.28.106

TURAS is developed by 

Uploading your photo into Portfolio will allow your Supervisors/Administrators to see this when they log into the portfolio, helping them to recognise you more easily during your Foundation Training.

Trainee Profile - Ronalds Weasley

Trainee Details



Name: Ronalds Weasley

Email: ndptest7@nes.scot.nhs.uk

Grade/Training Year: FY2

Registration Number: 1111112