

# Creating and managing your pre-assessment (iPDF) profile

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## **1. Transfer an existing profile to us**

Many NHS trusts use this system, and you may already have a profile which you will need to transfer to Imperial. To do this, go to '[Updating your profile](#)' and change your primary organisation to Imperial College Healthcare NHS Trust. This will allow you to access our content and assessments, and allow us to access your records.

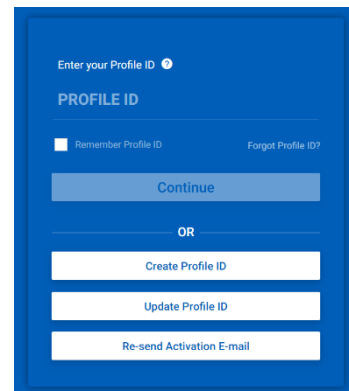
If you cannot remember your profile ID, simply select the 'Forgotten Unique ID' option.

## **2. Transferable topics**

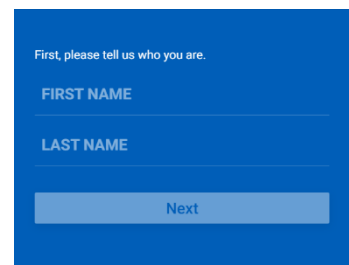
If you have already used the pre-assessment system (sometimes called the iPDF system) to complete topics, we can accept any topics which are transferable. The same rules apply as for other [transferable training](#). IE the topics must be a transferable topic, and have at least 3 months remaining after your start date. If the record is not transferable, you will need to complete the topic using the Imperial content/assessment. If you cannot access an existing profile please let us know.

### 3. Creating a profile

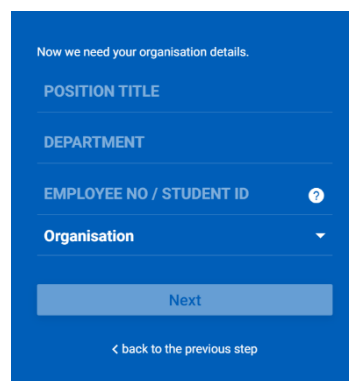
- Click on this [link](#) to access the first screen – shown on the right
- To create a profile click ‘Create Profile ID’



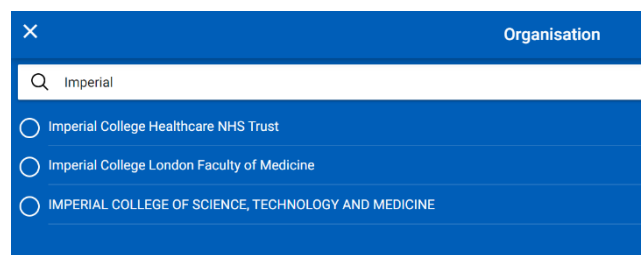
- Enter your name and click ‘Next’



- Enter your position title and department
- You can leave the Employee No/Student No field blank



- For the Organisation field it is essential that you select Imperial College Healthcare NHS Trust as your primary organisation.
- This will enable you to access our content. This will also enable us to access your records.



- Once you have added Imperial as your organization, click 'Next'.

Now we need your organisation details.

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EMPLOYEE NO / STUDENT ID ⓘ

Organisation Imperial College Healthcare NHS Trust ▼

Next

< back to the previous step

- Click 'Yes' to select Imperial as your primary organisation.

You have selected Imperial College Healthcare NHS Trust as your Primary Organisation. Do you also have another Organisation?

YES NO

< back to the previous step

- If you work for a 2<sup>nd</sup> organisation which uses the iPDF system, you can add another organisation. But please ensure Imperial is your primary organisation or you will not be able to access our content.

- Your 2<sup>nd</sup> organisation will still be able to access your training records.

You have selected Imperial College Healthcare NHS Trust as your Primary Organisation. Do you also have another Organisation?

YES NO

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- Add in an email address. Your nhs.net email address would be the preferred email to use, but you can use a personal email if you wish. Please note that if you use:
  - a gmail addresses take longer for notifications to reach you.
  - an outlook.com address won't be able to receive copies of your training records.
- Now enter your national insurance number and click 'Encrypt'.
- If you do not have a national insurance number, please contact [imperial.coreskills@nhs.net](mailto:imperial.coreskills@nhs.net) to request a temporary code.
- Once you have clicked 'Encrypt', if your NI number was in the correct format, your NI number will change to stars.
- Now click 'Save'.
- You should then receive an activation email which will include a 15 character profile ID
- This may take a few minutes to arrive, if you have a gmail account it may take up to 3 hours.

Your National Insurance number is required to set up your Profile. If an incorrect NI number is used, your training record will not be updated and you will show as non-compliant. An encrypted version of your NI number is used to protect your data. Access to your actual NI number is restricted. Please see the Privacy Notice for details.

[imperial.coreskills@nhs.net](mailto:imperial.coreskills@nhs.net)

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[imperial.coreskills@nhs.net](mailto:imperial.coreskills@nhs.net)

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TC000000N Encrypt

Enter your actual National Insurance number then select Encrypt to generate your Profile ID.

Save

[← back to the previous step](#)

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[imperial.coreskills@nhs.net](mailto:imperial.coreskills@nhs.net)

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\*\*\*\*\* Clear

Your actual NI number has been Encrypted.

Save

[← back to the previous step](#)

Your Profile has been saved successfully. You will receive an Activation E-mail. If you do not receive your Activation E-mail, you need to contact your Organisation / Training Hub Administrator to resolve this issue.

Note: You can find your Profile ID in your Activation E-mail.

- If your Profile ID Registration email does not arrive within a reasonable amount of time, please check your junk mail/spam folder.
- If the email is not there, please contact [imperial.coreskills@nhs.net](mailto:imperial.coreskills@nhs.net) if you

Profile ID Registration



iPDF <no-reply-profile@shinetchdigital.co.uk>  
To: CORESKILLS (IMPERIAL COLLEGE HEALTHCARE NHS TRUST)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from [no-reply-profile@shinetchdigital.co.uk](mailto:no-reply-profile@shinetchdigital.co.uk). [Learn why this is important](#)

This message originated from outside of NHSmail. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Core Skills,

Thank you for registering for a Profile ID.

Here are the details you submitted:

<b>First Name:</b>	Core Skills
<b>Last Name:</b>	Imperial
<b>Position Title:</b>	.
<b>Department:</b>	.
<b>NHS Trust:</b>	Imperial College Healthcare NHS Trust
<b>Secondary NHS Trust:</b>	.
<b>Employee Number:</b>	.
<b>Encrypted NI:</b>	TQEBSSSEKS7SSXX
<b>Profile ID:</b>	TQEBSSSEKS7SSXX

#### 4. Updating your profile

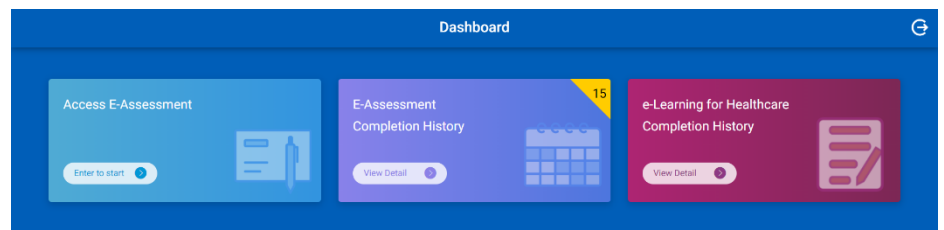
- If you wish to update your profile, select 'Update Profile ID' from the home page.
- Then follow instructions on screen to update the relevant information.

The screenshot shows a blue-themed login interface. At the top, it says "Enter your Profile ID" with a help icon. Below is a text input field labeled "PROFILE ID". To the left of the input field is a checkbox labeled "Remember Profile ID", and to the right is a link "Forgot Profile ID?". A blue "Continue" button is positioned below the input field. Underneath, the word "OR" is centered. Below "OR" are three white buttons with blue text: "Create Profile ID", "Update Profile ID", and "Re-send Activation E-mail".

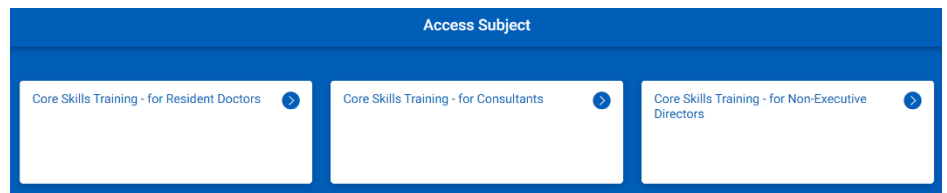
## 5. Accessing content

- To access the content, enter your profile ID into the screen on the home page.
- Then click 'Continue'

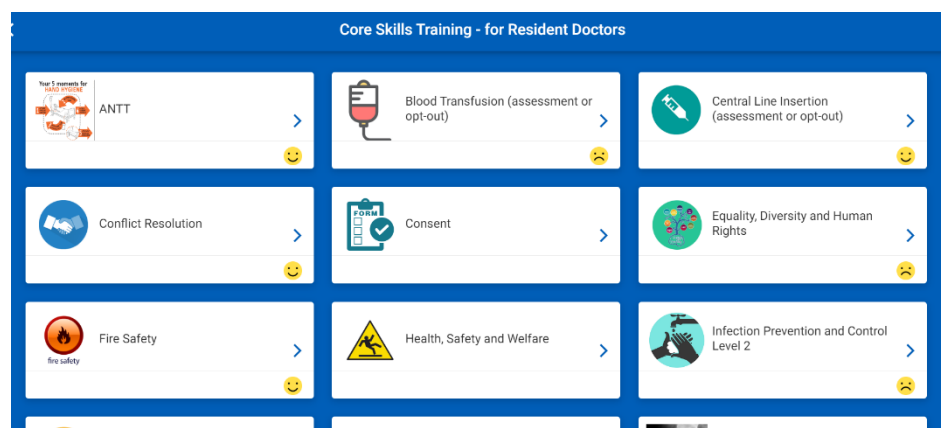
- Click 'Access E Assessment'



- Click 'Core skills training for resident doctors'

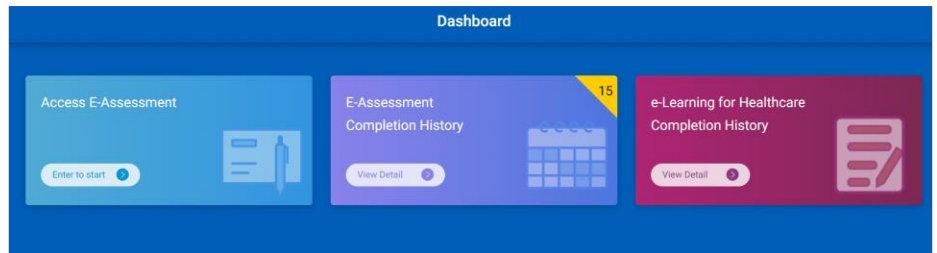


- Click on the title of the course you wish to complete.



## 6. Downloading a copy of you training records

- To download a copy of your training records, click 'E-Assessment Completion History'



- A copy of your records will be emailed to you. Please allow a few minutes, longer if you are using gmail, for these to arrive.