

Instructions for Registering Self-Care Days

An online registration form enables students to apply for Self-Care Days. Please follow the steps below to submit a Self-Care Day registration.

1. Log in to eMed and go to the Portfolio tab. URL - <https://emed.med.unsw.edu.au/Portfolio.nsf>

UNSW SYDNEY Medicine · eMed™

Home Registrations Map **Portfolio** Timetable Feedback Results Logout

eMed: Portfolio

- Submit
- Portfolio PDF
- My Submissions
 - By Date
 - By Type
 - By Course
 - Portfolio PDF
 - Withdrawn

MFAC1501 : Foundations

To submit Phase 1 assignments and group projects, you must first register the assessment via **Registrations**. Assessments will only be listed to submit once approved.

Type	Due date	Submitted	Receipt	Title	Status
Self-Care Day	N/A	24 May 2021 10:10 AM	GKSDCCS		Submitted
Assignment	11 Mar 2021 05:00 PM	SUBMIT		Thinking, researching and writing about a medical/scientific topic.	
Self-Care Days	N/A	SUBMIT			
Evidence Of Achievement		SUBMIT			

2. Select the course in which you plan to take a Self-Care Day.
3. Click on the Submit button in the menu to the left of screen.

Home Registrations Map Portfolio **Timetable** Feedback Results Logout

eMed: Portfolio

- Submit
- Portfolio PDF
- My Submissions
 - By Date
 - By Type
 - By Course
 - Portfolio PDF
 - Withdrawn

MFAC1501 : Foundations

To submit Phase 1 assignments and group projects, you must first register the assessment via **Registrations**. Assessments will only be listed to submit once approved.

Type	Due date	Submitted	Receipt	Title	Status
Self-Care Day	N/A		GKSDCCS		
Assignment	11 Mar 2021 05:00 PM	SUBMIT		Thinking, researching and writing about a medical/scientific topic.	
Self-Care Days	N/A	SUBMIT			
Evidence Of Achievement		SUBMIT			

4. Click on the SUBMIT link in the Self-Care Days row on the right of screen.

eMed: Portfolio

- Submit
- Portfolio PDF
- My Submissions
 - By Date
 - By Type
 - By Course
 - Portfolio PDF
 - Withdrawn

MFAC1501 : Foundations

To submit Phase 1 assignments and group projects, you must first register the assessment via **Registrations**. Assessments will only be listed to submit once approved.

Type	Due date	Submitted	Receipt	Title	Status
Self-Care Day	N/A	24 May 2021 10:10 AM	GKSDCCS		Submitted
Assignment	11 Mar 2021 05:00 PM	SUBMIT		Thinking, researching and writing about a medical/scientific topic.	
Self-Care Days	N/A	SUBMIT			
Evidence Of Achievement		SUBMIT			

A few pointers for successful submission

The system will only print files saved in the following formats WORD (.doc/docx), RICH TEXT (.rtf), POWERPOINT (.ppt/pptx) or ACROBAT (.pdf)

5. Select the date of your Self-Care Day by clicking on the calendar icon.

eMed: Portfolio

- Submit
- Portfolio PDF
- My Submissions
 - By Date
 - By Type
 - By Course
 - Portfolio PDF
 - Withdrawn

Self-Care Days - Phase 1

Student: Student, Year1 (z11111111)

Year: 2

Phase: 1

Course Name: MFAC1501 : Foundations

Limit Reminder: There are limits of 2 self-care days per course and 8 self-care days per year. You have applied for self-care days for this course and totally 1 self-care days this year.

Date of self-care day:

FILE ATTACHMENTS (0)

SUPPORTING FILE (OPTIONAL) No file selected.

6. (Optional): Attach any document related to your application (e.g. a Self-Care Plan).

7. (Read-Only): The Limit reminder provides the limit per 8-week course (2 days) and per year (8 days), as well as how many Self-Care Days you have applied for in this course and this year. N.B. Courses of shorter duration (e.g. 4 weeks) will only allow one Self-Care day per course.

Self-Care Days - Phase 1

Student	Student, Year2 (z1111112)
Year	2
Phase	1
Course Name	MFAC1522 : Beginnings, Growth & Development B
Limit Reminder	There are limits of 2 self-care days per course and 8 self-care days per year. You have applied for 0 self-care days for this course and totally 10 self-care days this year.

Date of self-care day:

FILE ATTACHMENTS (0)
SUPPORTING FILE (OPTIONAL) No file selected.

8. Click on the Submit button to submit the application or Exit button to cancel the application.

Self-Care Days - Phase 1

Student	Student, Year2 (z1111112)
Year	2
Phase	1
Course Name	MFAC1522 : Beginnings, Growth & Development B
Limit Reminder	There are limits of 2 self-care days per course and 8 self-ca

Date of self-care day:

FILE ATTACHMENTS (0)
SUPPORTING FILE (OPTIONAL) No file selected.

9. Click on Yes to confirm or No/Cancel button to cancel the application.

Complete submission?

Do you want to complete this submission?

10. If you are within the limit on Self-Care Days (including this application), you will receive automated notification about the successful registration. Please note that you will need to advise the relevant Course Convenor, facilitator, Clinical Teaching Unit or supervisor about your intention to take a Self-Care Day, ideally at least 24 hours prior to taking leave.

Your Self-Care Day has been successfully submitted.

Student..... Student, Year1 (z1111111)
Year..... 2
Phase..... 1
Course name..... MFAC1501 : Foundations
Self-care date..... 16/07/2021
Submission date..... 08/07/2021 10:16:34 AM

Receipt number..... JKSDYC3

Note: These details have been emailed to you.

Please consider the environment before you [print](#).

If you are over the limit on Self-Care Days, you will receive a warning message. Please contact the Course or Phase Convenor if you would like to discuss your support needs. Please provide the receipt number in your email related to this application.

Your Self-Care Day has been successfully submitted. However, it exceeds the limit for this year' .

IMPORTANT: Please contact the course or phase convenor.

Student..... Student, Year2 (z1111112)
Year..... 2

Phase..... 1

Course name..... MFAC1522 : Beginnings, Growth & Development B
Self-care date..... 09/07/2021
Submission date..... 08/07/2021 10:15:30 AM

Receipt number..... JHDTWJH

Note: These details have been emailed to you.

Please consider the environment before you [print](#).

11. (Optional): You can track your Self-Care days by clicking on My Submissions -> By Date or By Type or By Course. By clicking on the dates (highlighted in the screenshot), you can open the applications that you have submitted.

eMedDEV: Portfolio **My Submissions - By Type**

+Expand All -Collapse All

- Submit
- Portfolio PDF
- My Submissions**
 - By Date
 - By Type
 - By Course
 - Portfolio PDF
 - Withdrawn

+ Evidence Of Achievement

+ Group Project

+ Portfolio Examination

- Self-Care Day

Date	Receipt	Submission
24/05/2021	JHD2VHT	Title: Date Submitted: 24/05/2021 11:16 AM Course Name: MFAC1501 : Foundations Type: Self-Care Day
21/05/2021	SHD2CHS	Title: Date Submitted: 21/05/2021 04:30 PM Course Name: MFAC1522 : Beginnings, Growth & Development B Type: Self-Care Day
21/05/2021	SHD2KHQ	Title: Date Submitted: 21/05/2021 04:30 PM Course Name: MFAC1522 : Beginnings, Growth & Development B Type: Self-Care Day

+Expand All -Collapse All

12. (Optional): If you wish to withdraw a submitted registration for a Self-Care Day, you can open it by clicking on the date link above, then click on the Withdraw Submission button.

<Exit Withdraw Submission 

Self-Care Days - Phase 1

Student	Student, Year1 (z11111111)
Year	1
Phase	1
Course Name	MFAC1522 : Beginnings, Growth & Development B
Limit Reminder	There are limits of 2 self-care days per course and 8 self-care days per year. You have applied for 2 self-care days for this course and totally 3 self-care days this year.
Date of self-care day	<input type="text" value="19 May, 2021"/>
FILE ATTACHMENTS (0)	
SUPPORTING FILE (OPTIONAL)	
Receipt Number	SHD2CHS
Submission Date	21 May 2021 04:30:57 PM