The Royal College of Pathologists
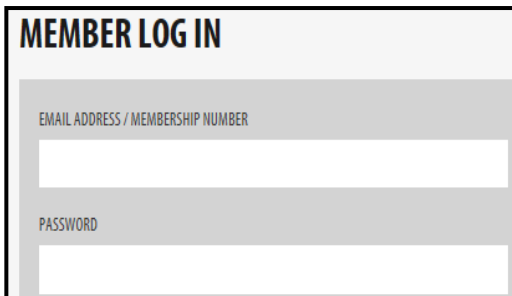Pathology: the science behind the cure

Instructions for logging into the NEW LEPT system
Single Sign-On

This information is helpful for all LEPT users except trainees as their process is slightly different.

1. Log into the College website from the link given in the LEPT notification email, if you were sent one by a trainee. Enter your log in details as per Screenshot 1. The password is case-sensitive.
Go to Item 3/Screenshot 3.

MEMBER LOG IN

EMAIL ADDRESS / MEMBERSHIP NUMBER

PASSWORD

Screenshot 1

2. Alternatively, if you want to log directly into the new LEPT system on or after **Tuesday, 28 September 2021** (the launch day), access the College website at: https://www.rcpath.org. Hover over and select 'New LEPT platform (new trainees August 2021)' as per Screenshot 2.
You will then be asked to enter your logins as per Screenshot 1 above.

POPULAR RESOURCES
Bulletin
COVID-19 video-based learning
CPD portfolio
Learning Environment for Pathology Trainees (LEPT)
- Current LEPT platform
- New LEPT platform (new trainees August 2021)
Datasets and Tissue Pathways
CPD

Screenshot 2

INVESTORS IN PEOPLE
We invest in people Standard

3. Access to the LEPT system will be gained and you will be presented with the following screen (Screenshot 3) depending on your role.

Head of School

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for trainees by the Royal College of Pathologists. You can use the LEPT system to review the progress of all trainees in your deanery or LETB. Should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.org and a member of College staff will be able to help you. Thank you for supporting our trainees.

Training Programme Director

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for trainees by the Royal College of Pathologists. You can use the LEPT system to review the progress of all trainees in your programme, and complete assessments if required. It helps the trainees if you are able to review their ePortfolio in a timely manner and we encourage trainees to update it regularly. Should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.org and a member of College staff will be able to help you. Thank you for supporting our trainees.

Educational Supervisor

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for trainees by the Royal College of Pathologists. You will be able to record assessments that you have undertaken for trainees here and/or will receive notifications from trainees asking you to complete assessments for them. You can also review the progress of your trainees and complete an Educational Supervisors Structured Report (ESSR) via the LEPT system in preparation for the ARCPs. It helps the trainees if you are able to review their ePortfolio in a timely manner and we encourage trainees to update it regularly. Should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.org and a member of College staff will be able to help you. Thank you for supporting our trainees.

ARCP External Representative

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for trainees by the Royal College of Pathologists. As an ARCP External Representative appointed by the deanery/LETB and selected by the trainee in their ePortfolio, you will be able to view trainees' records in advance of the ARCP panel meeting. It helps the ARCP process if you are able to review trainees' ePortfolio in a timely manner. Should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.organd a member of College staff will be able to help you. Thank you for supporting our trainees.

Assessor

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for trainees by the Royal College of Pathologists. You will be able to record assessments that you have undertaken for trainees here and/or will receive notifications from trainees asking you to complete assessments for them. It helps the trainees if you are able to do this in a timely manner and we encourage trainees to update their ePortfolio regularly. Should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.org and a member of College staff will be able to help you. Thank you for supporting our trainees.

Deanery/LETB administrator with SUPER roles

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for trainees by the Royal College of Pathologists. As a deanery/LETB administrator with SUPER roles, you will be able to create and complete, in conjunction with the ARCP panel personnel, trainees' ARCP outcome forms. Should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.org and a member of College staff will be able to help you. Thank you for supporting our trainees.

Deanery/LETB administrator

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for trainees by the Royal College of Pathologists. As a deanery/LETB administrator you will be able to view the ePortfolio for trainees in your region. Should you have any issues that you are unable to resolve yourself, please contact assessment@rcpath.org and a member of College staff will be able to help you. Thank you for supporting our trainees.

Screenshot 3

CONTINUE

4. After clicking into the 'Continue' tab, your LEPT home page will now be presented. Any alerts, messages, links or outstanding tasks as appropriate will show on your home page.

| ☰ | Assessments | Reports | Trainees | Help |

Alerts (0) ∧

No new alerts

Tasks ∧

Messages (0) ∧

No new messages

Links ∧

Screenshot 4