

Apprentice Instruction Manual

eProfiling

Welcome to the EPIC ITB Profiling Website.

This Instruction Manual has been created as a guide to help you navigate your way around the new eProfiling online system.

To begin....

- go to <http://profiling.epicitb.com>
- click on login button next to your qualification
- enter your username and password allocated to you

Navigation Links.

- You will find the following links to guide you through the site:

Home

From the homepage you are able to edit your details. The link is on the top right side of the page. You are also able to navigate to the following areas of the website

Cards

This link takes you to a page with a table of all your cards, their current status, and the option of entering a new card. You can view your already submitted cards by clicking on their Week date.

Edit My Details

Change Password—Use this section to change your password.

Edit My Details—Use this section to update your personal details.

Log Out When you wish to exit from the Profiling system click Logout and then Click Yes.



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For more information go to <http://www.epicitb.com/Profiling/downloadpage.htm>

Cards

The Cards link will take you to a table of all your entered cards. To submit a card, click New Card. This link will take you to a page and you have to enter the week date and all your activities. Click Expand All to expand all the columns and Collapse All to minimise them again. You must enter at least one field in Time, Activity, Role and Type of Activity. The Core work areas are in red text, the Electives are in yellow. You can add notes into the box at the bottom if necessary, then click View Summary. This will give you a preview of the card, if you are happy with your answers click Submit at the bottom. Your employer then will need to verify these cards. If the card was rejected by your Employer or RTO for some reason such as incorrect details entered you will need to re-submit the card with the correct information. To view a previously submitted card, from the card table, click the Week date and your card will appear.

Edit My Details

Change Password—Change your password.

When you are first starting out with Profiling it is a good idea to change the password for security reasons.

Make it something that you will easily remember. Please note the password is case sensitive.

Edit My Details—Click here to update your personal details

Logout

At any point you can click the Logout tab at the top of the screen, your browser will tell you that eProfiling is trying to close the page, click Yes and you will be logged out of the system
