

RTO 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 the Apprentice's 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

Apprentices

Apprentic All reports can be accessed by clicking the name of the student that you searched **Reports** - for, and then clicking the Reports tab above their name next to Employer History

Employers

All Employer accounts and records can be accessed through the Employer tab at the top of the page, as well as the users for each account

Cards

The cards for all of your students are displayed here for you to view, and then verify or reject

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**.

Note: The UTE99 Reports section is not relevant to RTOs registered with EPIC ITB



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Apprentices

Particular students can be searched by Employer, Student name, start date of apprenticeship, Date of Birth or Registration number via the Advanced Search function, otherwise you can do a quick search by just entering a first or last name.

To view all students leave fields clear and click search.

The list will show the following details per student:

Student's name—Click on the student's name to view the student's registration details, and special details.

Apprenticeship History

- Click on the Apprenticeship History tab to view the student's Apprenticeship Active/Inactive times and dates.

RTO History

- Click on the RTO History tab to view the student's RTO and Active/Inactive details

Employer History

- Click on the Employer History tab to view the student's current and past employers

Reports- Click the Reports tab at the top of the page to be taken to the Reports section which includes progress reports, detailed progress report and card summary report.

Card Summary Report—To view the number of cards and their details

- Click Card Summary Report at the bottom of the page for the appropriate student
- Select the year and week to search
- Click submit

Cards

Here you can view an apprentice's card status. All student's cards will be displayed here

You have the option of card-by-card verification or multiple card verification.

Card-by-Card - Click the week of a certain card and below you will be able to accept or reject.

Multiple Card - On the left side of each card is a check box, check all of the cards you want to verify and click Approve/Reject Selected Cards to verify them. Alternatively you can click Select All which will check all cards, then you can click Approve/Reject Selected Cards

Employers

Shows the employer listings for your RTO. Only those employers assigned to your RTO are shown.

An employer may be on the system but not shown in your list.

To find an employer, click on Employers: A search engine will appear as well as the list of employers currently assigned to your RTO. Enter a keyword into the search field and click search.

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—Use this section 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