

Introduction to the Training Management Platform (TMP) Portal for Trainees

Portal Overview

Purpose	Use this guide to understand the basic navigation and functionality within the Training Management Platform (TMP) portal.
Intended Audience	All Trainees and RACP staff
Context	This guide provides guidance on basic navigation and functionality within the Training Management Platform (TMP) Portal, focusing on activities including (however, not limited to) logging in and navigating the home page.

How to use this document:

The document is structured into 3 sections, representing 6 key Introduction to the Training Management Platform (TMP) Portal for Trainees learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon \blacktriangleright and then the 'bookmark' icon \Box .

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Section 1: Login to the TMP Portal

Context: Use these instructions to log into the Training Management Platform (TMP) Portal as a Trainee.

As a pre-requisite,

- Before logging into RACP systems, you will require an RACP User ID and password. This is created by completing a <u>new user form</u>.
- As part of this process you will be required to set up your <u>multi-factor authentication</u> used by the RACP to protect your data.
- 1. Navigate to the TMP Portal via your web browser and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.





Figure 1

2. Enter your RACP User ID and click on Next. Refer to Figure 2.



<u>گ</u>			
Sign in			
xxxxx@racp.edu.au			
Can't access your account?			
	Back	Next	
Welcome to the RACP login page.			



3. Enter your password and click **sign in**. Refer to **Figure 3**.

← testuser1@racp.edu.au Enter password Password	
Forgot my password	
	Sign in
Welcome to the RACP login page.	

Figure 3



Section 2: Navigation Overview

Context: Use these instructions to understand and navigate across the TMP Portal, covering the different components that will appear on the landing page of TMP Portal, once you are logged in.

- 1. Located at the top of the landing page is the **Primary Navigation / Menu Bar** which includes the following clickable items. Refer to **Figure 4**.
 - **Applications:** This redirects to another page displaying your current Applications as well as where you start with your Training application for the first time. On this page you can start an application to enter an RACP Training Programs.
 - **My Training:** This redirects to another page displaying your Training Programs & Assessment Requirements. From this page you can complete most of your training related activities and submissions.
 - **My Assigned Actions:** This redirects to another page where certain '**to-do**' items are shown that require action from you. These actions will relate to learning and assessment actvities you are required to complete.
 - **Note:** My Assigned Actions will not display all of your requirements for training; this page only displays assessments or forms that have been returned to you for further action.



Figure 4

- 2. Click on your name on the top right corner of the screen to see the following options. Refer to **Figure 5.**
 - **My Profile:** This displays your personal details, address details and fellowship details if applicable.

Note: Each section of Contact details is read-only (indicated by the padlock icon next to each field). Contact information cannot be updated in TMP. Updates need to be performed via <u>MyRACP</u>

• **My Communication History:** This displays comments directed to you by RACP or Assessors (you cannot respond to these in the Portal). The communication history page is a record of all automatically generated systems messages.



• **Sign out:** This enables you to sign out from the Portal.



Figure 5

- 3. Scroll down on the landing page to view the following clickable tiles that may be useful to you. Refer to **Figure 6.**
 - **My Training:** This redirects to another page displaying your Training Programs & Assessment Requirements. This is the same page as accessed through the 'My Training' button in the navigation bar.
 - **My Assigned Actions:** This redirects to another page where certain 'to-do' items are shown that require action from you such as Rotation Plan, Observation Capture, Training Applications and Learning Capture. This is the same page as accessed through the 'My Assigned Actions' button in the navigation bar.
 - Online Learning Resources & CLS: This redirects to the RACP Online Learning website where you can find training resources and access learning courses for your training program. The College Learning Series (CLS) contains online resources for Basic Trainees.
 - **Curricula Renewal**: This redirects to information about the Advanced Training Curricula Renewal project.
 - Contact us: This redirects to a page of contact and feedback options.





Figure 6

- 4. As you further scroll down, you will see the blue-colored footer that covers the following hyperlinks that will redirect you from the TMP Portal and to the respective RACP webpages. Refer to **Figure 7.**
 - About us
 - <u>MyRACP</u>
 - <u>MyCPD</u>
 - RACP Benefits
 - <u>Careers at RACP</u>
 - Privacy
 - <u>Accessibility</u>
 - <u>Legal</u>



My Training	Online Learning Resources & CLS	My Assigned Actions			
Click here to view your Training Programs	Access program handbook and training resources here	Click here to view your assigned actions for your programs			
My Training	Online Learning Resources & CLS	My Assigned Actions			
About us MyRACP MyCPD RACP Benefits Careers at RACP]	• * • •			
We acknowledge and pay respect to the Traditional Custodians and Elders – past, present and emerging – of the lands and waters on which RACP members and staff live, learn and work. RACP acknowledges Milori as tangata whenua and Te Tiriti o Waltangi partners in Aotearoa New Zealand.					
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Figure 7



Section 3: Summary of Outcomes

The Introduction to the Training Management Platform (TMP) Portal for Trainees End-

user guide is now complete. You now have instructions to -

- Log into the Training Management Platform (TMP) Portal as a Trainee
- Navigate across the TMP landing page
- Identify the Primary navigation (Menu Bar) on the landing page
- · Identify the Profile-related elements on the landing page
- Identify the Training and Assignment related tiles
- Identify the hyperlinks within the footer of the landing page