

Self-Care instructions

The online application Self-Care helps students to apply for self-care days. Following are steps to submit a self-care application.

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

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 - Withdrawn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	St
Self-Care Day	N/A	24 May 2021 10:10 AM	GKSDCCS		Su
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. (Optional) Select the course that you want to take the day off for.
3. Click on the Submit button on the left menu.

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 - Withdrawn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			

4. Click on the Submit button for the Self-Care Days row on the right frame.

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 - Withdrawn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			

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 (

5. Select the date of self-care day by clicking on the calendar icon.

Home Registrations Map Portfolio Timetable Feedback Results Logout

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.
7. (Read-Only): The Limit reminder provides the limit per course (2 days) and per year (8), as well as how many self-care days you have applied for this course and this year.

Exit Submit

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.

Exit Submit

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 have applied within the limit of self-cared days (including this application), then you get the notification about the successful application after a few seconds.

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](#).

Otherwise, you will get a warning about the over limit application. You need to contact the course or phase convenor for this. 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-cared days by clicking on My Submission -> 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 submit.

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 want to withdraw a submit self-care application, then 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	19 May, 2021
FILE ATTACHMENTS (0)	
SUPPORTING FILE (OPTIONAL)	
Receipt Number	SHD2CHS
Submission Date	21 May 2021 04:30:57 PM