Instructions for Portfolio entries (Performance Data):

1. From your MedHub Homepage select the 'Portfolio' tab in the upper right hand corner. (on black ribbon)

2. Select the ‘Continuity Clinic Log’ from the pull down arrow and select ‘New Portfolio Entry’.

3. Enter Date, and Description/Notes (include the academic year, your clinic, No 1 for the first half year and No 2 for the second half year, etc) Upload files from the far the right side of the screen.

*Make sure ‘Availability’ box is checked.

Select ‘Add Entry’