



ePAD Guide for Practice Staff

(May 2026)

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1.0 Guide Overview

This guide is written and designed for Placement Supervisors and Practice Staff to understand the key features of the MyProgress electronic Practice Assessment Document (ePAD) platform.

If you need further support with the ePAD please contact your ACU representative. Students should contact [AskACU](#) for technical support.

⚠ **Tips & Warnings** are highlighted throughout to help you avoid common issues.

2.0 Introduction to the ePAD

2.1 What is the MyProgress ePAD?

The ePAD is an online platform that enables the student, together with their Placement Supervisor and ACU educators to complete all the forms associated with their placement assessment and record their timesheets.

The ePAD is accessible via an internet browser, best suited to use on a PC or laptop. A **mobile app version is available only for use by students**, which is particularly useful where there is poor Wi-Fi connection as the app can be used offline.

In the ePAD you may be required to:

1. Complete **Clinical Forms** to submit placement assessment documentation
2. Review, verify and enter **Timesheets** for students you are supervising on placement

The MyProgress ePAD is a significant change to *how* practice assessment is documented, but not *what* is documented, as this was already established in the paper PAD.

2.2 Gaining access to MyProgress ePAD

2.2.1 Placement Supervisors

NOTE: Not all disciplines using MyProgress will require a Placement Supervisor to be linked to students they are supervising on placement. If you have any questions in relation to your responsibilities regarding the use of MyProgress, please contact your local ACU representative.

As a Placement Supervisor, you will have a '**Practice Staff**' role in MyProgress. This access will provide you with visibility over student progress throughout their placement and the ability to submit forms and review timesheets where required. See section 3.1 for a more detailed guide on gaining access to the ePAD.

2.2.2 The ePAD Website Address

The ACU MyProgress website address is <https://acu.epads.mkmapps.com/#/>. The website is compatible with all popular browsers.

If you see a blank screen after logging in and are unable to access the website at work, it **may not be a permitted site through your organisation's firewall**. Contact your IT team to request access. See section 3.0 for a guide to using the ePAD website.

2.3 The MyProgress Mobile App

Placement Supervisors do not have access to MyProgress via the app, only students. You may however be requested by a student to submit the **Allocation form** on the student's MyProgress ePAD mobile app.

The student will login to their MyProgress ePAD account using the app on their own mobile device. They will access the required form and pass their mobile device to you (or follow your instruction) to complete the form and sign it off. Once the form is submitted it can no longer be edited. The student is responsible for making sure the app is synchronised with the web version of the ePAD, so the submitted form appears in their ePAD for other users. You will receive an email to confirm the details within the submitted form.

2.4 Additional Support for Placement Supervisors

If you require support with the use of the ePAD beyond the information supplied within this guide, please get in touch with your ACU representative.

3.0 Using MyProgress

3.1 Getting Access

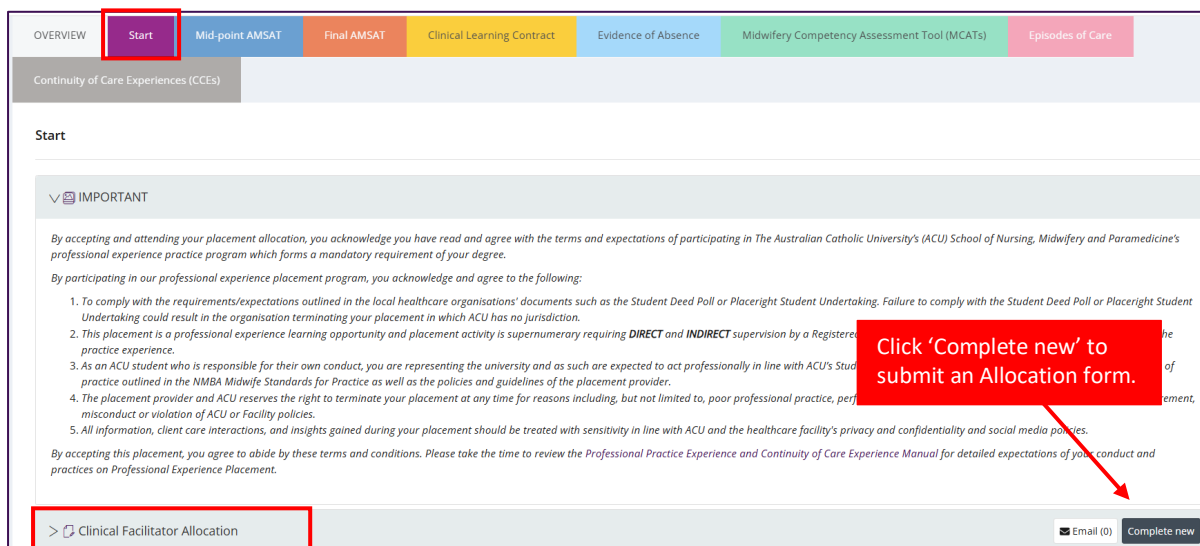
3.1.1 Creating an Account

With your own ePAD account you have access to all students linked to your account via the allocation form, allowing you to view and submit forms in their ePADs, manage their timesheets and track their progress. There are forms that are only available to be completed by Practice Staff users and must be accessed via their account. You will **only need one MyProgress account** regardless of how many students you are supervising.

NOTE: A linked placement supervisor is **not compulsory** for all disciplines. Refer to instructions on the allocation form for further details on whether you are required to have a MyProgress account or contact your local ACU contact for more information.

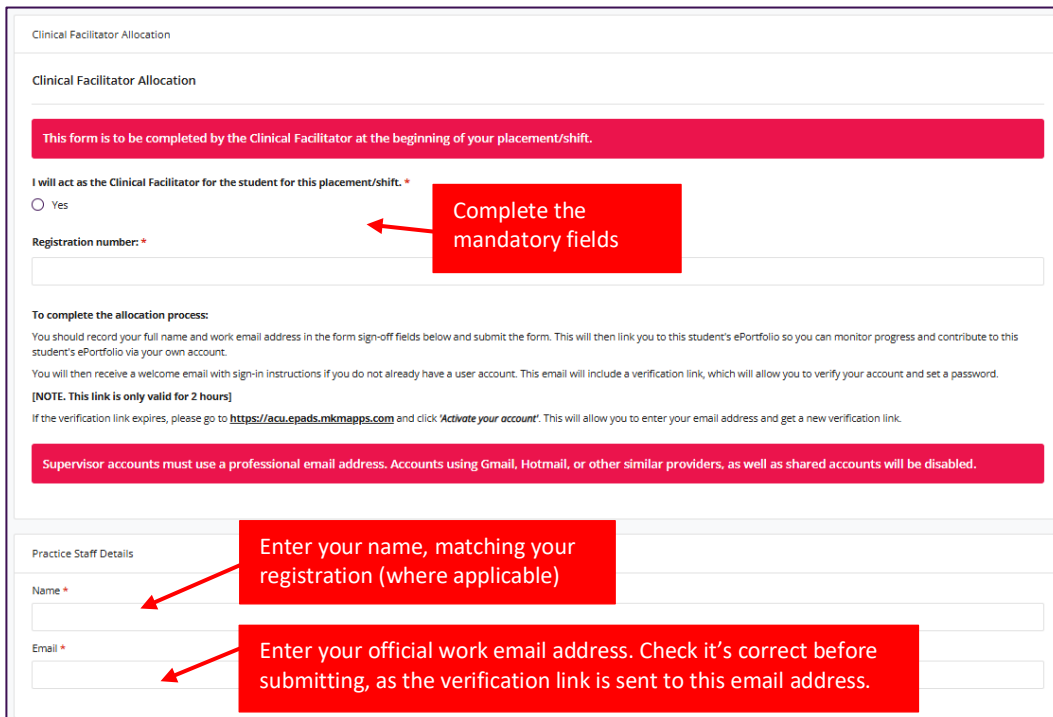
Get a MyProgress account and Sign in:

1. Complete the **Allocation form** together with a student you are supervising to create a Practice Staff account. This can be done either on the website or in their app. **The student signs in to their account and asks you to complete the form.**



The form name may differ depending on the student’s program, however this form will always appear under the “Start” tab of the current placement block.

NOTE: Some programs have **multiple allocation forms for different user roles**. If a student submits the wrong form by mistake, you may not receive the correct role for your supervising responsibilities. If this happens, the student can resubmit the appropriate form to change the access you receive.



Clinical Facilitator Allocation

Clinical Facilitator Allocation

This form is to be completed by the Clinical Facilitator at the beginning of your placement/shift.

I will act as the Clinical Facilitator for the student for this placement/shift. *

Yes

Registration number: *

To complete the allocation process:

You should record your full name and work email address in the form sign-off fields below and submit the form. This will then link you to this student's ePortfolio so you can monitor progress and contribute to this student's ePortfolio via your own account.

You will then receive a welcome email with sign-in instructions if you do not already have a user account. This email will include a verification link, which will allow you to verify your account and set a password.

[NOTE. This link is only valid for 2 hours]

If the verification link expires, please go to <https://acu.epads.mkmapps.com> and click 'Activate your account'. This will allow you to enter your email address and get a new verification link.

Supervisor accounts must use a professional email address. Accounts using Gmail, Hotmail, or other similar providers, as well as shared accounts will be disabled.

Practice Staff Details

Name *

Email *

Note: The form contents may differ depending on the student's program, however submission of the form will create an account and/or link you with the student

TIP: Before submitting, check the data entered does not have any typing errors. This information is used to create your account and will **NOT** successfully link you to the student if entered incorrectly.

2. Once the Allocation form is submitted, your account will automatically be created and you will receive an account activation email. Your sign in name will be the email address you provided in the form.

You only need to go through the activation process **ONCE** to create an account when meeting with the first student you're supervising who is using MyProgress.

Subsequent submissions of the allocation form will link the student to your existing MyProgress account.

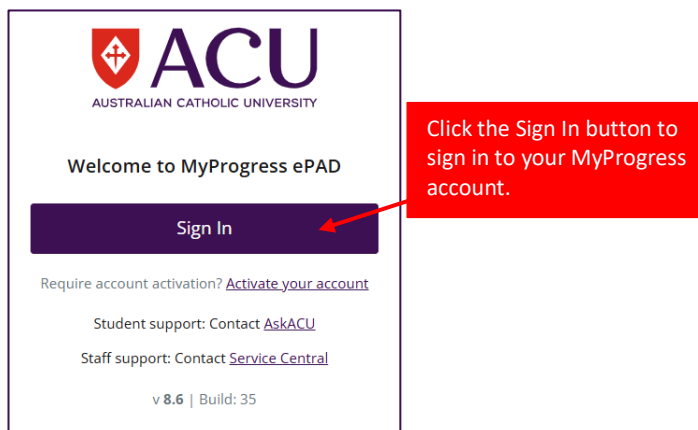
3. Use the link in the activation email to verify your account and create your password.

TIP: If you don't receive the activation email, or don't start the activation process within 2 hours of receiving the email, go directly to the ePAD welcome page and click 'Activate your account'.

When you have completed the account set-up, you can access the MyProgress ePAD using an internet browser.

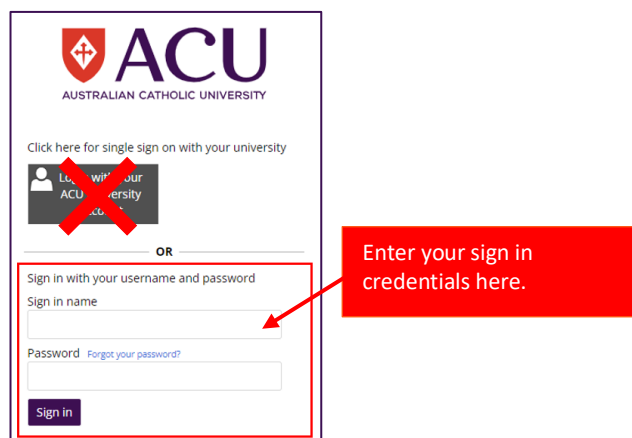
3.1.2 Accessing MyProgress

Once your account has been activated, when you need to access MyProgress, go to the [website](#) and click on the 'Sign In' button.



On the sign in page, enter your username and password in the fields provided.

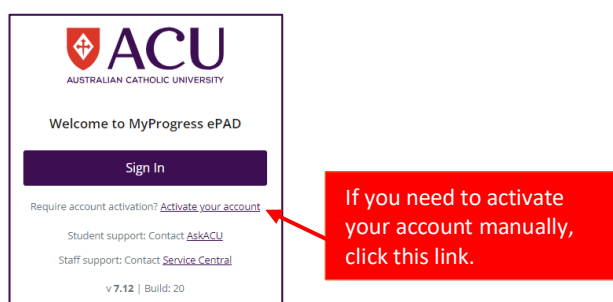
The grey 'Login with your ACU University Account' button is not to be used by Facilitators/Supervisors.



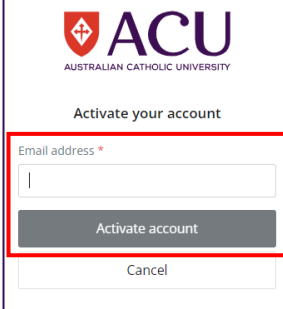
3.1.3 Generating a new verification link

If you were unable to validate your account **within two hours** of receiving the welcome email you will need generate a new link to activate your account.

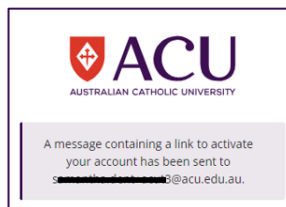
1. On the Sign In page, click the **account activation** link.



2. Enter your email address in the field provided and click the **Activate account** button.

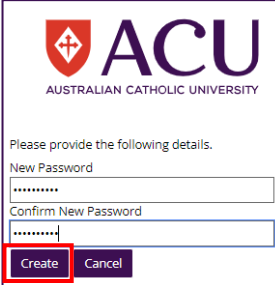


3. You will receive an email containing your activation link. Click the link to be taken to the MyProgress account activation page.

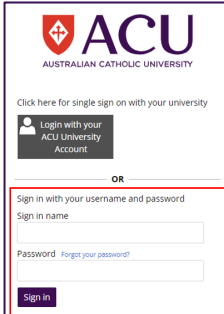


To activate your account, please use the following link - [Verification link](#).

4. Enter and confirm your password, then click 'Create'



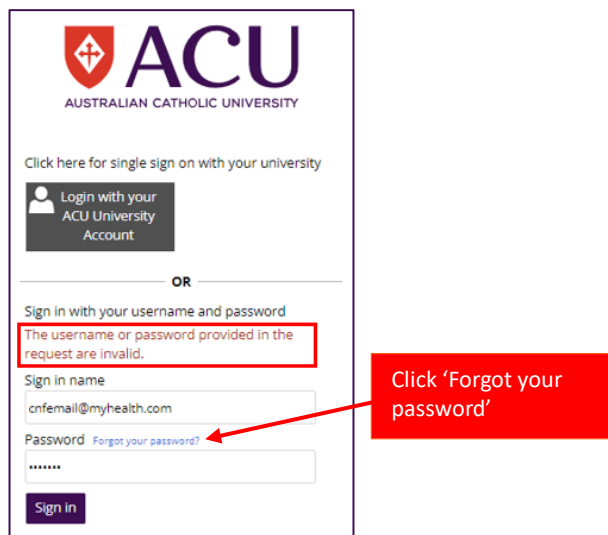
5. Sign in using your email address and password



3.1.4 Reset your password

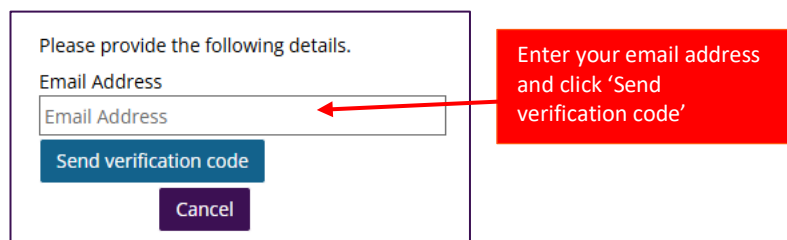
'The username or password provided in the request are invalid' error message indicates one of your credentials are incorrect. Check the email address you have entered and if it's correct, proceed with the password reset process:

1. Click 'Forgot your password'



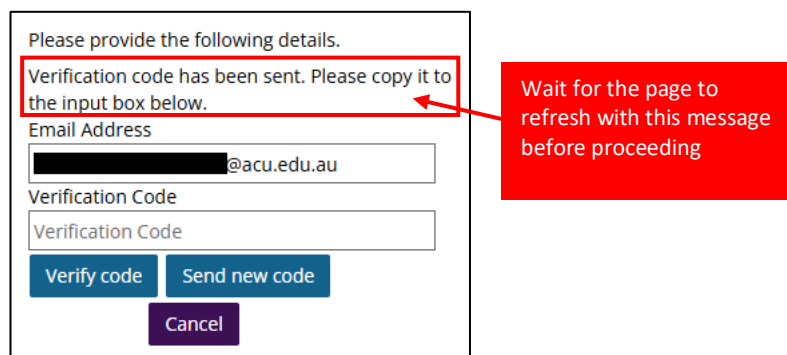
The screenshot shows the ACU login page. At the top is the ACU logo and the text 'AUSTRALIAN CATHOLIC UNIVERSITY'. Below this is a link: 'Click here for single sign on with your university'. There are two main login options: 'Login with your ACU University Account' and 'Sign in with your username and password'. The second option is selected. Below it, an error message is displayed in a red box: 'The username or password provided in the request are invalid.' Below the error message is a 'Sign in name' field containing 'cnfemail@myhealth.com' and a 'Password' field with masked characters. A link 'Forgot your password?' is next to the password field. A red arrow points from a red box containing the text 'Click 'Forgot your password'' to the 'Forgot your password?' link. A 'Sign in' button is at the bottom.

2. Enter your email address and click 'Send verification code'.



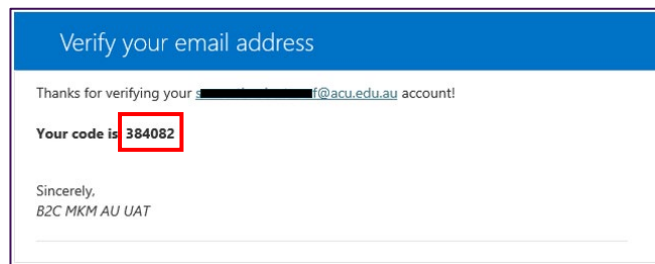
The screenshot shows a form titled 'Please provide the following details.' It has an 'Email Address' input field containing 'Email Address'. Below the input field is a blue button labeled 'Send verification code' and a purple button labeled 'Cancel'. A red arrow points from a red box containing the text 'Enter your email address and click 'Send verification code'' to the 'Send verification code' button.

Once this button has been clicked DO NOT click any further buttons. Wait until the page refreshes and displays the message "Verification code has been sent. Please copy it to the input box below."

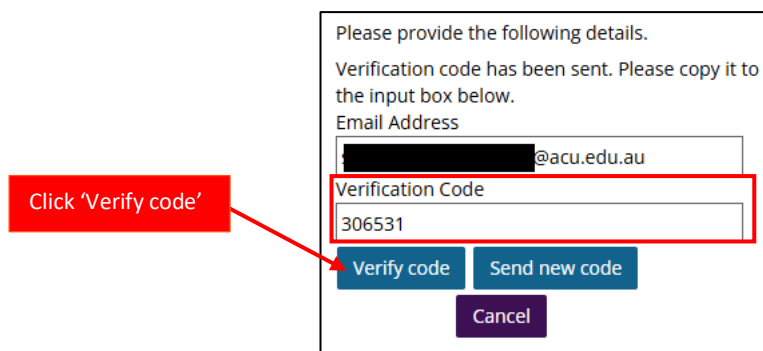



The screenshot shows the same form as above, but now it displays a success message in a red box: 'Verification code has been sent. Please copy it to the input box below.' Below the message is an 'Email Address' field containing a redacted email address followed by '@acu.edu.au'. Below that is a 'Verification Code' input field. At the bottom are two blue buttons: 'Verify code' and 'Send new code', and a purple 'Cancel' button. A red arrow points from a red box containing the text 'Wait for the page to refresh with this message before proceeding' to the success message box.

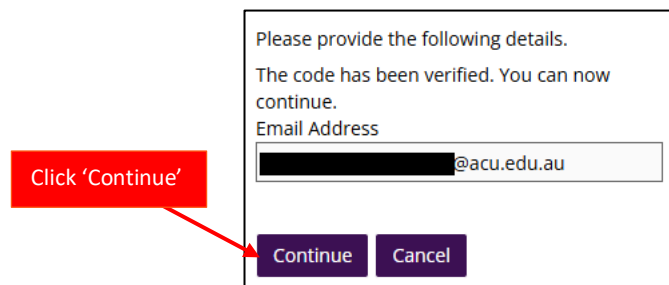
3. Navigate to your inbox and locate the email received, containing a 6-digit verification code.



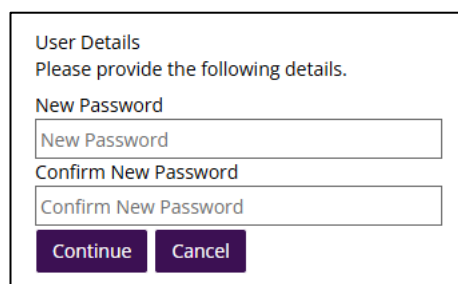
4. Enter this code in the 'Verification code' field and click 'Verify Code'.



5. A confirmation message "The code has been verified. You can now continue." will display if verification is successful. Click 'Continue'.



6. Enter and confirm your new password and click 'Continue'. You will then be logged into MyProgress.



3.2 Your ePAD Home Page and Dashboard

The ePAD website is designed to be easy to use. This section gives you an overview of the structure and navigation features to give you a head start.

3.2.1 The ePAD Structure

A student's ePAD is structured into three main areas:

- **Homepage:** this is the page displayed when you access their ePAD; it gives you useful information and access to the different areas of the ePAD (see section 3.3 for a detailed guide)
- **Program page:** depending on the student's ePad configuration, they may have one or multiple program pages, containing placement blocks where their progress is recorded. These blocks are accessed directly from the homepage (see section 3.4 for a detailed guide). A program block is indicated by the book icon below.



- **Placement page:** these pages contain assessment documentation for individual placements. Depending on the student's ePad configuration, they may have a standalone Placement block, or an additional Pre-Placement block as well (see section 3.5 for a detailed guide). A placement block is indicated by the building icon below.



When you sign in to your ePAD account you are presented with the dashboard. It is useful to understand the following features of the website.

3.2.2 The page header

The page header is always available, regardless of your location in the ePAD. In the header you can find the following links (left to right):



The 'burger' icon: Selecting this expands the left-hand menu to display the links in full; selecting it again collapses the menu.



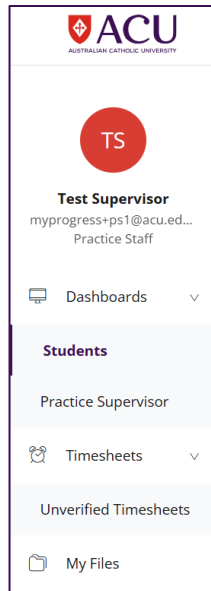
Cog wheel: Click here to view your account name and email address



Sign out: Select the padlock icon to sign out of your account.

3.2.3 The left-hand menu

The left-hand menu is always available, regardless of your location in the ePAD. It is expanded and collapsed by clicking on the chevron in the page header. This menu contains the following links:



- Your **profile avatar**, which is where you can upload your photo. The circle will display your initials by default. Click into the circle to upload a profile photo.



- The **Students** page will display a dashboard with all students linked to your account.

Students (4) Updated a few seconds ago

ACU Midwifery (DEMO ONLY) (1 Jan 2024 to 1 Jan 2027)

ACU Midwifery (DEMO ONLY)
1 Jan 2024 to 1 Jan 2027

Bachelor of Midwifery - 2025 - Test
1 Jan 2025 to 31 Dec 2027

All organisations Midwifery Placement Portfolio (3 students) Midwifery Professional Practice 3 (MIDW213) (1 students) Search...

Name	Organisation	Last Login	Primary Births Total	Antenatal Total	Postnatal Total	Neonatal Exam Total	CCE Completed	Placement	Placement Unverified	Hours				Midwifery Professional Practice 3 (MIDW213)		Midwife	Episodes	
										Part	Part Unverified	Program	Program Unverified	Mid-point AMSAT	Final AMSAT			
Darleen Ton	Midwifery	6 days ago	0/30	4/100	3/100	1/20	1/10	0/50	2	0/960	2	0/960	2	NA	FA			

- **Practice Supervisor Dashboard** allows you to see all linked students in one page, and an at-a-glance status of forms for their placement. You can view, submit and draft forms from this page. See Section 3.2.6 for information.

Student		Forms			
Name	Provider	Mid-Point AMSAT	Final AMSAT	Clinical Learning Contract - Outcome	Clinical Learning Contract
Edna Borough-Waverley	Fremantle Hospital 1 Mar 2025 - 27 Mar 2025	All ▼	All ▼	All ▼	All ▼
		✓ View	▲ Overdue	⊘ Dependencies not met	Complete now

- The **Unverified Timesheets** page (under the Timesheets heading) will display any unverified timesheets submitted by students linked to your account. You can verify in bulk via this screen or individually in a students' ePAD.

Note: Only placement supervisors required to verify timesheets will have access to this page. See Section 3.7 for more information about timesheet verification.


First Name	Last Name	Placement	Activity	Approver Name	Approver Email	Date Recorded	Hours (decimal)	Date Submitted
Edna	Borough-Waverley	Royal Adelaide Hospital	1 AM Shift	Sam Facilitator	samantha.dent-crf@acu.edu.au	20 Feb 2025	8	24 Feb 2025 11:12

- **My Files** will display any files you have uploaded to a form. See Section 3.8 for information.


My Files

Recent Files & Folders

Files and folders you've recently created or modified.



Placement Files
In a few seconds



MyProgress Evidence of Absence....
a few seconds ago | 12.91 KB

3.2.4 The Students dashboard

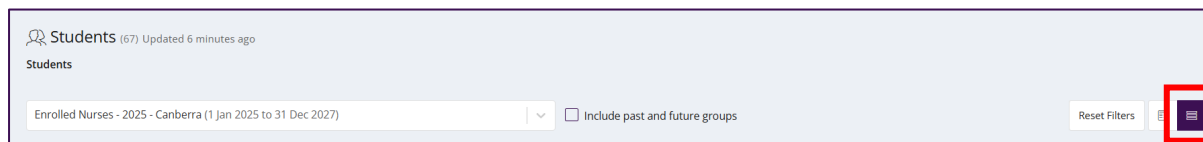
The screenshot shows the 'Students' dashboard interface. At the top, there is a 'Dashboards' dropdown menu with 'Students' selected. Below this is a 'Practice Supervisor' dropdown. The main dashboard area has a search bar and a filter for 'acu-paramedicine-2024 (1 Jan 2024 to 1 Jan 2027)'. Below the search bar, there are two dropdown menus for 'Year 1 (3 students)' and 'PARA127 (3 students)'. The main content is a table with columns for 'Student', 'Hours', and 'PARA127'. The 'Student' column includes 'Name', 'Provider', and 'Last Login'. The 'Hours' column includes 'Placement', 'Part', and 'Program'. The 'PARA127' column includes 'DAILY PCAT', 'MID-POINT PCAT', and 'FINAL PCAT'. The table lists three students: Nia Castle, Len Dunkinross, and Steven Edge. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '5 rows'. Red callout boxes provide instructions: 'Switch between cohorts here' points to the cohort dropdown; 'View students in a specific year of their course' points to the year dropdown; 'View students in a different unit' points to the unit dropdown; 'Change to list view to see all linked students' points to the view toggle buttons; 'Click on the student's name to view their ePAD' points to the student name; 'Change the number of rows displayed or to move between pages' points to the pagination bar; and 'Hover over a square with your mouse to display the full form name and status information' points to a cell in the table.

Note: The dashboard will have a different set up depending on a student's program, however the functionality is the same.

The most important feature of your home page is the dashboard, which contains a progress summary for each student you are linked to. The dashboard highlights progress against key forms and assessments for the student through the current placement, as well as their timesheets.

It is useful to understand the features of the dashboard (see the screenshot below):

- There is a row for each student you are linked to. You will be able to see the student's ePAD for the duration of their placement and **up to 60 days after the end date of their placement**. All forms **MUST** be completed within this date range before the link expires.
- Click on the student's name to access their ePAD.
- Use the **dropdown menu** in the top left to view students belonging to **different cohorts** (such as program, commencement year or campus). If you can't find a student, try switching to the **list view** by using the view toggle buttons in the top right corner. These allow you to switch between different display modes to see all students you are linked to.



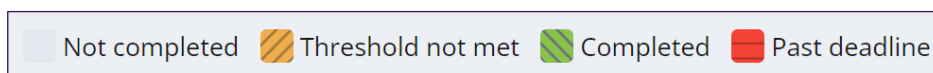
- Timesheet hours recorded to date for the placement and program are displayed against the target hours for both.
- Key forms are represented by squares, shown in the same order as in the student's ePAD.
- Clicking on the form square takes you to that form's location in the student's ePAD for you to review (or complete). Hover over the form square with your pointer to see the full form name and status.

3.2.5 Form Status Indicators

The dashboard uses colour coding on the form squares to indicate the status of forms. These are as follows:

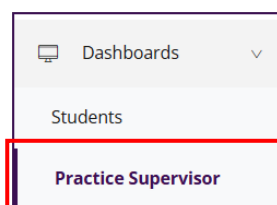
- **Light Grey** - Form not submitted
- **Amber** - A threshold value set against the form has not been met (select forms only)
- **Green** - Form has been submitted
- **Red** - Form has not been submitted and is past the (soft) deadline

The form submission status key (see below) is displayed at the bottom of the dashboard.



3.2.6 The Practice Supervisor dashboard

The Practice Supervisor Dashboard provides a quick and simple way to manage student forms. You can access it from the left-hand Navigation Menu by expanding the **Dashboards** section.



All students who have linked you to their ePad via an **allocation form** will appear on this page. You can click on any form to **submit it, create a draft, or view previously submitted content**.

Student		Forms			
Name	Provider	Mid-Point AMSAT	Final AMSAT	Clinical Learning Contract - Outcome	Clinical Learning Contract
Edna Borough-Waverley	Fremantle Hospital 1 Mar 2026 - 27 Mar 2026	All ▼	All ▼	All ▼	All ▼
		✓ View	⚠ Overdue	⊘ Dependencies not met	Complete now

Not all forms shown on the dashboard require submission. Always check the student's **ePad** to confirm which forms are actually required before completing or submitting anything.

Each form's status reflects **your actions only**; not those of any other linked supervisor. If a student has multiple supervisors, refer to the student's **ePad** to confirm the most up-to-date form status before submitting.

Below is a guide to what each label means:

Complete now

The form is ready to be completed.

✎ Continue

You have a draft in progress. Click to continue editing or submit. Drafts are transferable between the dashboard and student's ePad.

⚠ Overdue

The deadline has passed. The form can still be submitted and should be completed as soon as possible.

✓ View

The form has been submitted. Click to read it.

⊘ Dependencies not met

The form isn't available yet. Hover over the message to see which form must be completed first. Check the student's ePad for more details.

3.3 Reviewing a student's ePAD

Click on a student's name on the dashboard to access their ePAD.

The ePAD contains all the forms relevant to the students' placements. To review a student's ePAD, select their name from the list of students in your dashboard. This opens the student's ePAD home page, containing an overview for that student. **Scroll down** the home page to see everything that is available. The key features are explained in the following screenshot.

The screenshot shows a student's ePAD dashboard for 'Test Student(Nurs)'. It includes a sidebar with 'Placement Timesheets' and '0/800 HOURS' progress. The main area features 'Most Recent Provider - ACU TEST' with a 'Current' tag, 'What's next?' with 'SMART Objectives - Sign Off', and 'Don't forget' with various ANSAT forms. A 'YEARS' section shows 'Year 1', 'Year 2', and 'Year 3' with 'Current' tags. A 'Request for Variation' form is also visible.

Callout 1: Select 'Placement timesheets' to view that individual student's timesheet submissions

Callout 2: To view documentation from a student's current or most recent placement, select this panel.

Callout 3: To view a different placement or pre-placement block, click on relevant the Program lock, indicated by the 'Current' tag

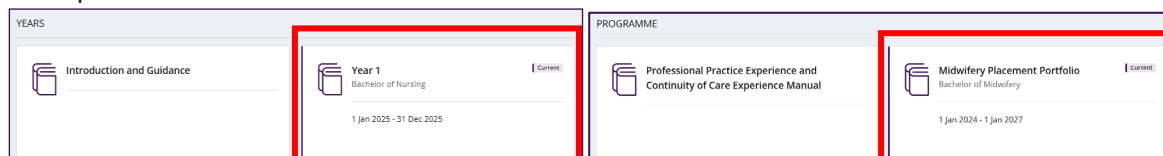
If a student changes their course progression or transfers to a different course, they will have more than one ePAD. If this is the case, their current ePad will be shown by default, although you will see a dropdown menu at the top of their ePad homepage, allowing you to view content within their previous ePad if required.

The screenshot shows a dropdown menu with three options: 'Bachelor of Nursing - 2023 - Brisbane', 'Bachelor of Nursing - 2023 - Brisbane', and 'Bachelor of Nursing - 2023 - North Sydney'. The first two options are highlighted in blue, and the second one is selected.

3.4 The Program block

Depending on a student's ePAD setup, you will see a panel for each year of their course of study, or one panel for the Placement Portfolio which contains all placement units for their course. Their current year of study or portfolio is indicated with a 'Current' tag. Each block contains year or portfolio related guidance and information about the placements they complete.

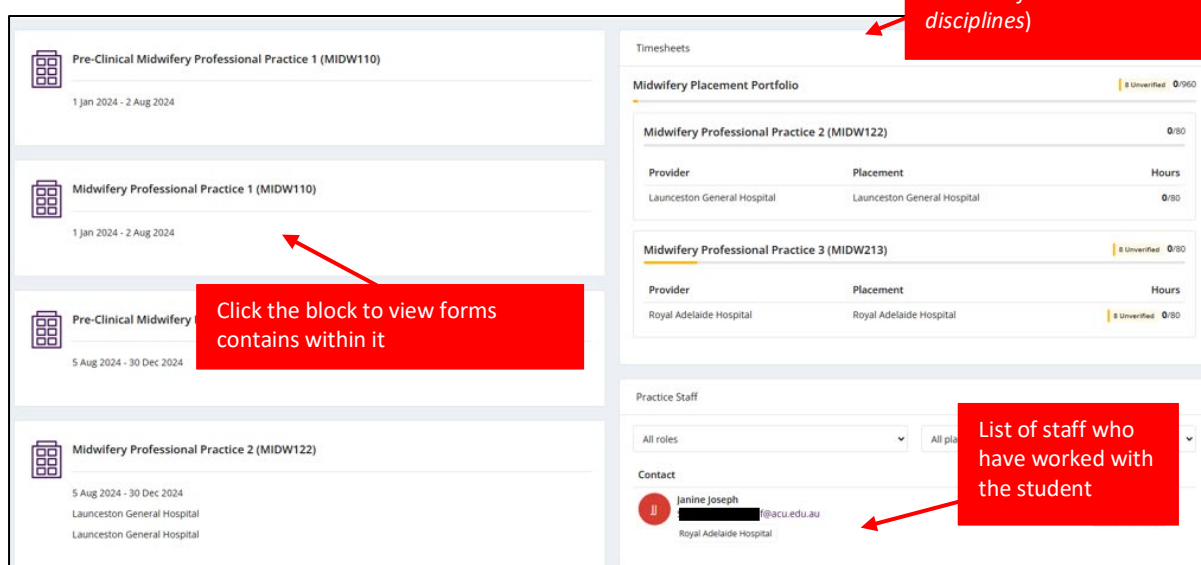
Examples:



In this page you can see and access:

- All associated **placement blocks**. Clicking on any placement block brings up the relevant placement page, allowing you to review completed forms.
- The student's **timesheets** to date, total hour targets and placements for that period (*Note: not available for all disciplines*)
- A list of **Placement Supervisors** who have worked with the student during that period. This can be filtered by placement area or role.

The key features are explained in the screenshot below.



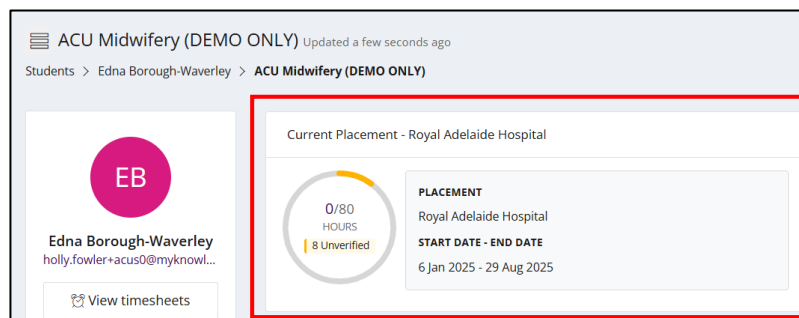
Note: The Program page may appear slightly different depending on the student's program.

Selecting any block on this page will take you to view or submit forms or assessments under that block. See section 3.5 for details of the placement block.

3.5 The Placement block

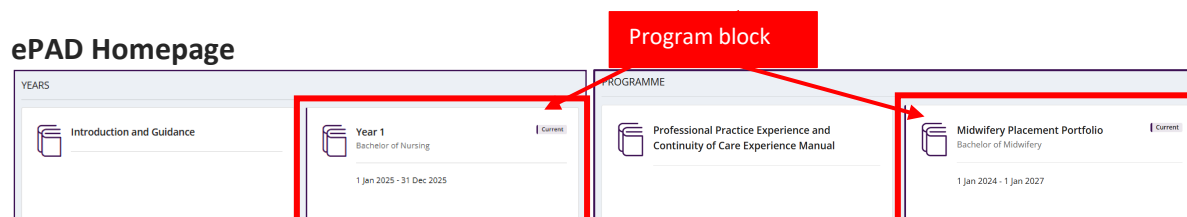
You can access the page for a student's current or most recent placement by:

a) Selecting the top panel from your ePAD homepage; or

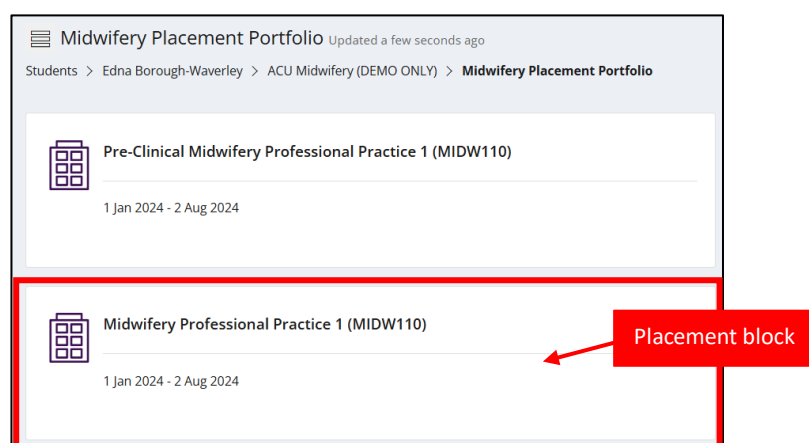


b) Go to the relevant Program block to view earlier or upcoming placements, from where you can select one to review.

Example:



Program page

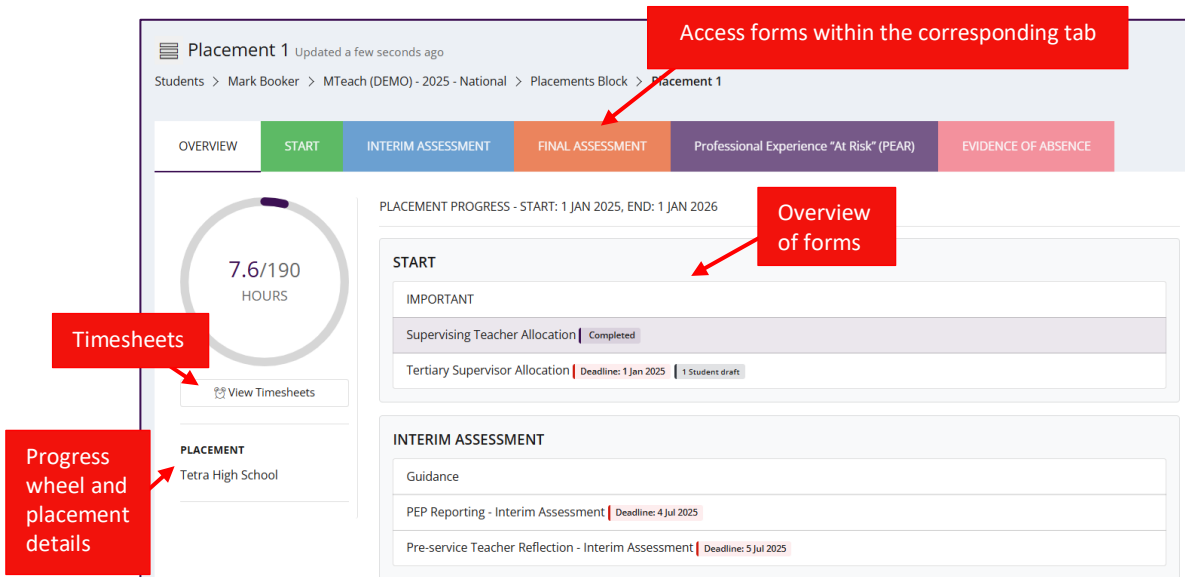


The placement page presents information under different tabs. In the **Overview** tab, you are provided with:

- information about the placement (area name, dates etc)
- placement hours progress wheel
- completion overview for (and access to) all the forms relevant to the placement

The other tabs will represent different areas dependent on the course setup. They break up the list of forms, however, there is no difference between selecting a form from the overview tab or within the tab itself.

The main placement page (overview tab) features are shown on the screenshot below.



Note: The Placement page may have a slightly different set up based on the student’s program.

3.6 Completing Forms

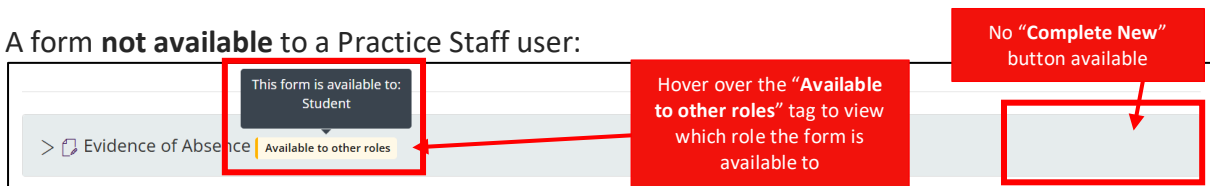
All forms in MyProgress are configured to allow submissions only by a nominated user role, such as the Student, Practice Staff (Placement Supervisor), or ACU Tutor.

Placement Supervisor forms appear with a ‘**Complete new**’ button, indicating that you can complete them (subject to other completion settings, see below). Where you are not able to complete a form, you will see the message ‘Available to other roles’ and when you hover over the message, the role/s which can complete the form are displayed.

A form available to a **Practice Staff** user:



A form **not available** to a Practice Staff user:



Note: Some disciplines require Practice Staff to complete components of forms that are assigned to the **Student** role. In this scenario, you may be required to complete the form with the student while they are logged into their MyProgress account or via a unique link emailed to you if the student opts to use this feature. See Section 3.6.5 for more information.

3.6.1 Form template preview and guidance

Form completion guidance is available at the top of the form. You can also click on the form name and a preview of the form will expand.

All form templates can be displayed in a view-only mode so that you can familiarise yourself with the sections and layout before you need to complete the form. Once a form has been completed, the blank preview will disappear. You will then be able to see either a completed preview with your latest response or a list of your completed responses (if there are multiple responses) in order from most recent to oldest.

To preview a form template, follow these steps:

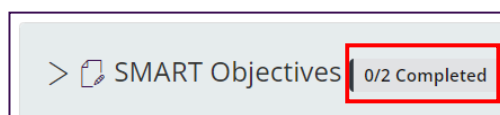
1. Go to the form location (e.g. in the placement block).
2. Select the chevron or form name to display the form template.

TIP: The form cannot be completed in preview mode. You need to select the 'Complete new' button to open a blank form for completion.

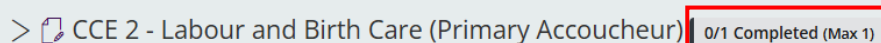
3.6.2 Form completion settings

Some forms have settings that you need to be aware of, including:

Target completions: Forms may have a target number of completions. This is a guide that the form should be completed the specified number of times. The target number is displayed next to the form name as the second number in this format: '0/2' (in this example the target number is 2). The first number is incremented each time you complete the form.



Maximum completions: Forms may have a maximum number of completions permitted. This is indicated by the maximum number shown in brackets next to the form name. The first number is incremented each time you complete the form. Once the maximum number of form submissions has been reached, the 'Complete new' button will no longer be available. If you made an error in submitting a form with a maximum number of completions, contact your ACU representative.

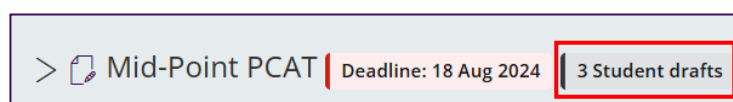


Note: Most forms do not have a maximum number of completions. If a form does not indicate a maximum number of completions, there is no limit as to the number of times it can be completed.

Dependencies: Some forms require another form to be completed prior to submission of a consequent form. If you see a form with the '0/1 Dependency met' tag, hover over the tag to view the name of the form that requires submission, prior to that form becoming available to submit. Until the dependency has been met, the 'Complete new' button will be greyed out and unable to be clicked on to start a new form draft.



Student Drafts: If a student has a form draft, the number of drafts will be displayed in the 'Student drafts' tag. The content of the drafts is not visible to any other users, however, can be helpful to prompt students who have outstanding form submissions. Drafts of any other users (including Tutors and Practice Staff) are not displayed.



Forms that are to be completed at or by a certain time have a **deadline** that is displayed next to the form name. If there is no deadline displayed, the form does not have a deadline but should be completed at a practical time.

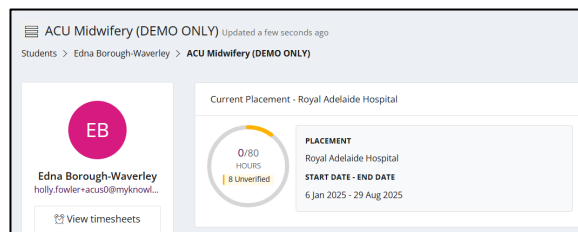
The Placement Supervisor is expected to complete the form by the deadline date or as close to it as possible so that the student receives input and is assessed in a timely way.

Forms can be submitted after the deadline has passed however **must** be submitted **within 30 days of the placement end date** when the link with the student ends.

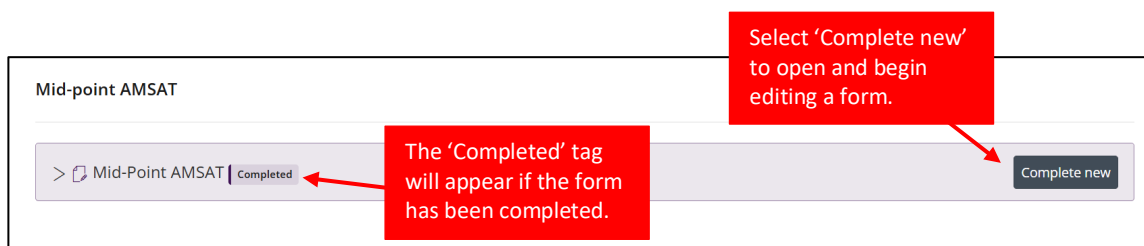
3.6.3 Completing a new form, using drafts and submitting

Work through the following steps to complete forms:

1. Sign in to MyProgress.
2. To go to the form,
 - a. you can click on the form's tile against a student in the dashboard (see section 3.2), **OR**
 - b. if it's not a dashboard form, or you wish to see other documentation in the student's ePAD first, select the student's name from your dashboard and click on the **current placement panel** in their ePAD home page. (See section 3.3 for more detail on reviewing a student's ePAD.)



- When you have located the form, click on the **'Complete new'** button, which opens the form in a new window. See the screenshot below. Unless a maximum form completion is shown next to the form name, a form can be completed multiple times and the number of completions will be displayed next to the form name.



- When you make any amendments to the form, the 'Saved' button at the top of the form will change to 'Save Changes'. After approximately 15 seconds the form will automatically save any changes made to the form. You can amend the draft name in the top left corner.



Note: the form does not automatically save whilst changes are being made. Changes are only saved approximately 15 seconds after interaction stops.

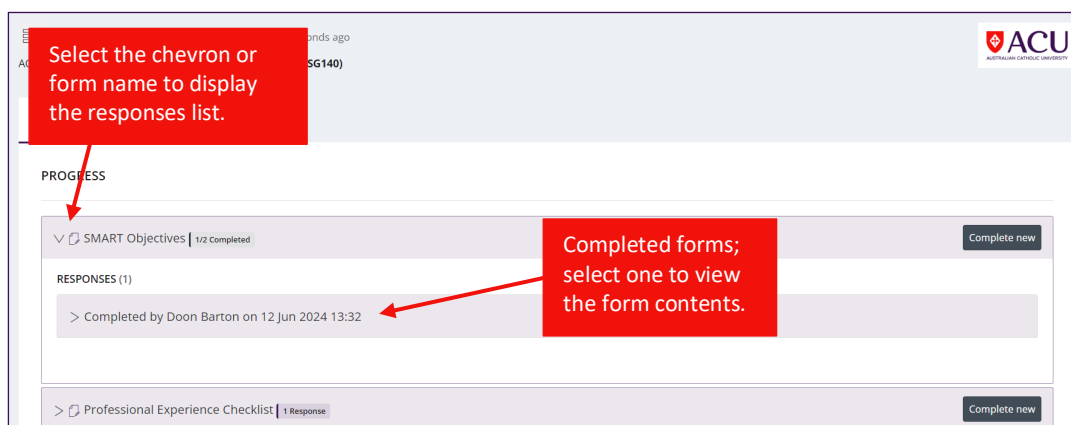
- Complete the form. How you do this depends on the format of the questions: you may need to select from a drop-down list, use radio buttons, or type into a text box.
 - If you need to exit the form, click the **Save & close draft** button to save your changes before leaving. This will save a draft that you can return to later.



- When you have completed the form **review it carefully** as it **cannot be changed once submitted**.
- When you are happy with your responses in the form, click on the **Submit** button.
- Upon submitting the form, the 'Successfully submitted response' message will appear at the bottom of the page.

- The submitted form will appear in the form responses list. It will show your name as the approver and the date and time when it was submitted. If it is one of the forms that is tracked in the dashboard, then you will see the relevant square is green when you next look. **There can sometimes be a delay for the tile colour to be updated on the dashboard due to processing.**

Click the chevron or form name to expand the submitted response to review.

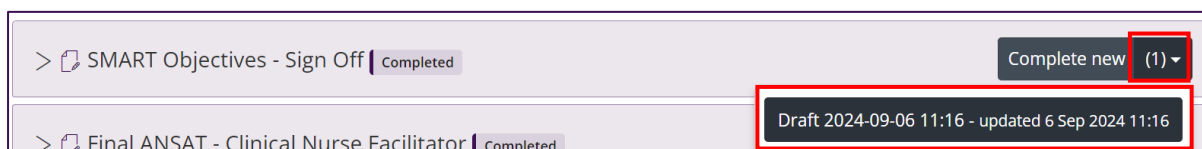


3.6.4 Returning to a draft

Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, click on the **Save & close** button and your entries will be saved in a draft. To continue the draft later click on the **drop-down** arrow next to the 'Complete new' button and select the draft. See the screenshots below. Drafts can only be completed within the account where they were started, i.e. in your account you cannot open a draft started by a fellow placement supervisor.



The number in brackets next to the 'Complete new' button represents the number of drafts saved for the form. Draft names are date and time stamped by default, unless renamed, and will also indicate when the draft was last updated. See the screenshot below.



When you select the draft, the form will open, your previously entered information will be displayed and the form can be amended as required. If you wish to delete a draft, select the Delete button next to the draft name in the open form. See the screenshot below.



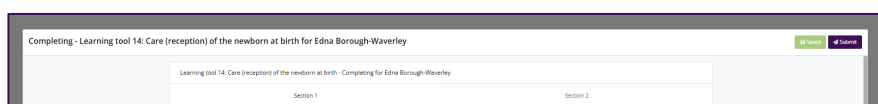
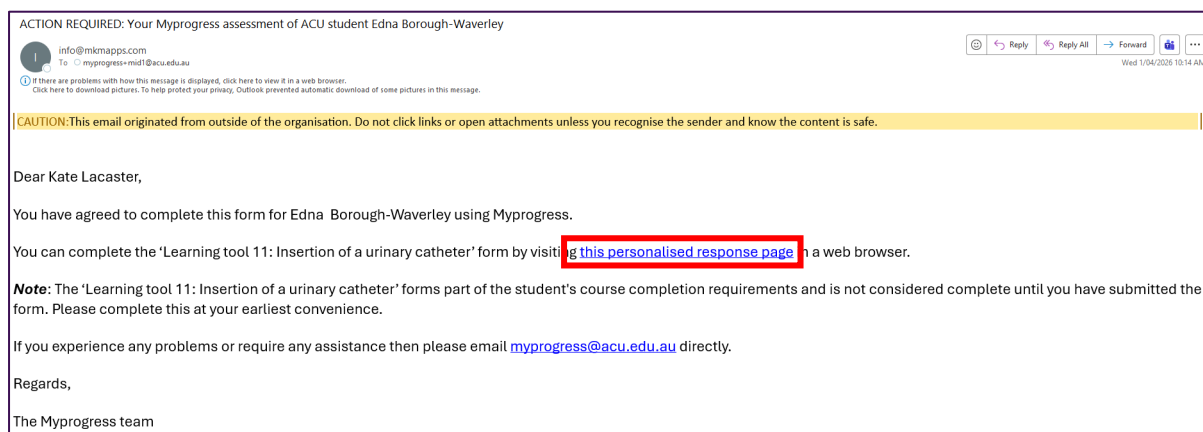
3.6.5 Emailed Forms for Placement Supervisor Completion

Some forms allow students to either complete part of the form themselves or send the entire form directly to their supervisor for completion. You do not need a MyProgress account, or to be logged in, to submit a form using a personalised response link.

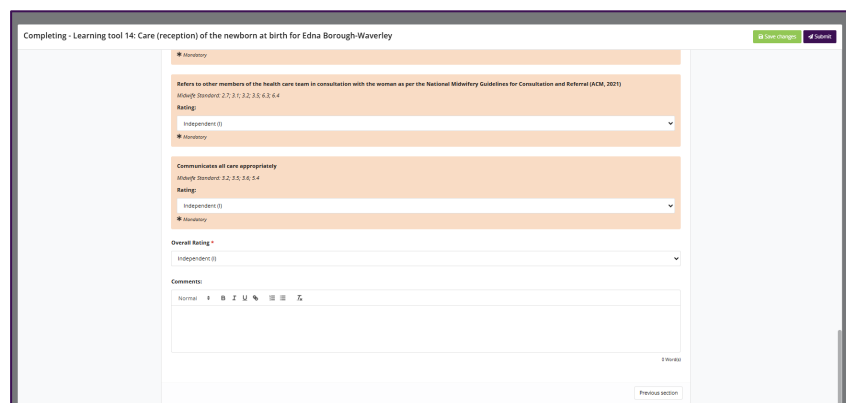
Regardless of whether you have a MyProgress account or are linked to the student, you will receive an email containing a personalised link to a secure response page where you can complete and submit the form. The link received is valid for **30 days**.

Work through the following steps to complete a form emailed to you for completion:

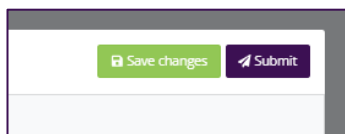
1. Open the email and click the 'this personalised response page' link to access your unique form in a web browser.



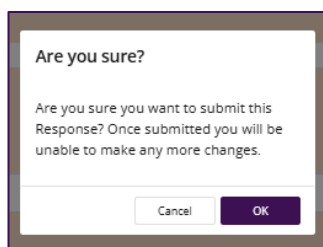
2. Complete all mandatory fields, ensuring the information entered is accurate and complete.



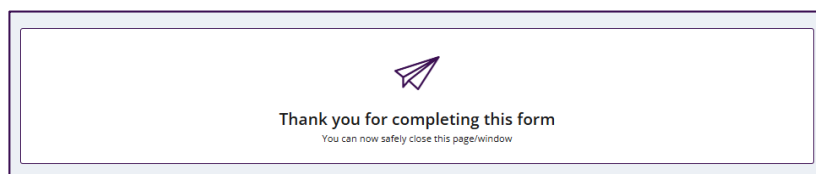
- Once complete, click the purple 'Submit' button in the top right corner.



- Confirm you wish to submit by clicking 'OK'.



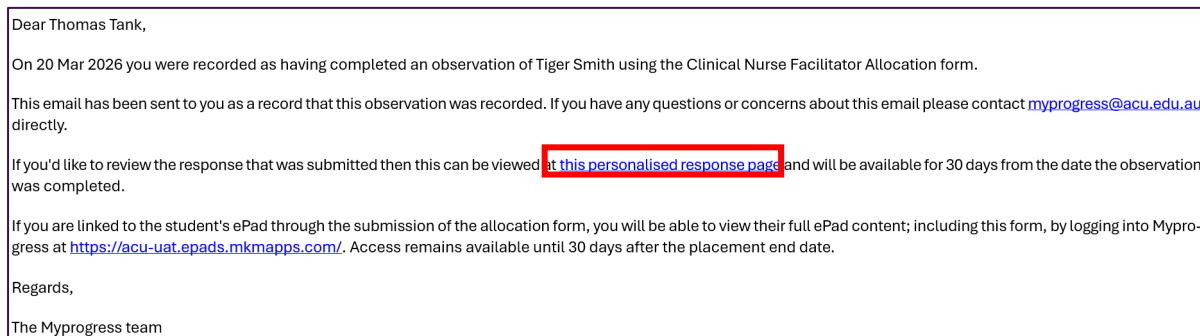
- A confirmation message will appear once the form has been successfully submitted. The form response will be recorded on the student's ePAD. If you are submitting an Allocation form, the student will then appear on your dashboard.



3.6.6 Email Notifications

Some forms require a student to nominate a supervisor to sign off. Upon doing so, the nominated supervisor will receive an email notification from the system. These emails include:

- The student's name and name of the form submitted
- A personalised response page where you can view the content of the form, available for 30 days from the submission date.



If you identify any errors or have questions in relation to the content of the form, please notify your local ACU contact directly.

NOTE: When a student lists you as a form approver, **your name and email address serve as an electronic signature**. As this information is securely stored in MyProgress, **no physical signature is required**.

3.7 Timesheets

Students are responsible for adding their timesheets to their ePAD. When submitting their timesheets, they need to identify the approver which must be a professional member of staff in the placement area who can verify the student's presence and was supervising the student on their shift. This may not necessarily be their linked placement supervisor.

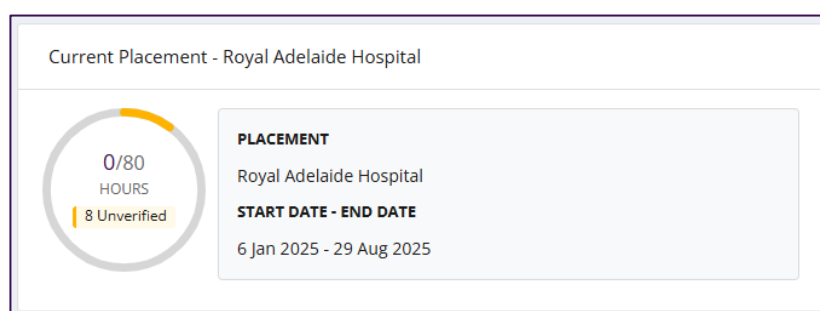
You will receive a weekly summary email of all timesheets where a student has nominated you as the approver in the previous week. If you are the linked supervisor, it is your responsibility to verify each individual submission and make amendments against the students' ePAD where discrepancies exist.

WARNING: Depending on the student's program, timesheets may or may not require verification by their linked placement supervisor.

3.7.1 Timesheet Verification

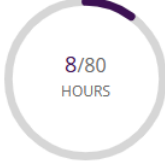
Timesheets may require verification if this feature is enabled for the student's discipline.

Once a student has submitted a timesheet, **if timesheet verification is required**, the timesheet will appear in yellow on your dashboard and the student's progress wheel, with the number of hours in the 'Unverified' tag (see below).



If timesheet verification is not enabled, when a student submits a timesheet, the hours will automatically be added to their total completed hours, displayed in purple on your dashboard and the student's progress wheel (see below).

Current Placement - Gold Coast University Hospital



8/80
HOURS

PLACEMENT
Gold Coast University Hospital

START DATE - END DATE
1 Jan 2024 - 1 Apr 2025

Below is an example of the weekly summary email you will receive displaying a list of timesheets submitted where you are the nominated approver in the 7 days prior.

Dear Sandra Smith

This weekly email lists all timesheets you approved in the past 7 days:

Approved timesheet: Kelly Summers on 30/01/2025 23:14:01,

Placement: Launceston General Hospital: Launceston General Hospital .

Date and hours: 30/01/2025 - 8hr : 0min (1 AM Shift)

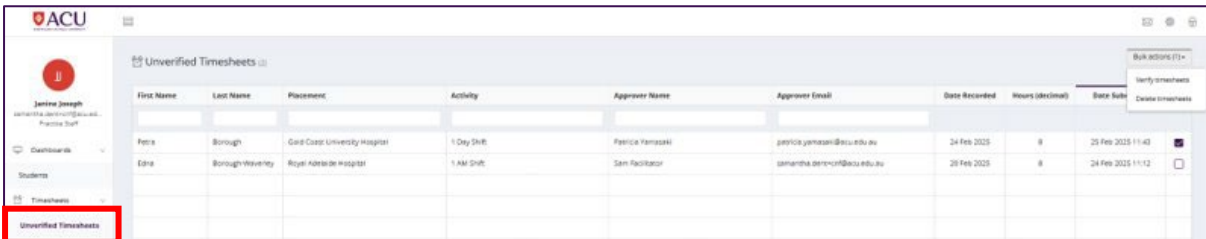
If you are not a linked supervisor and identify a discrepancy in a timesheet submitted under your supervision, you must notify the linked supervisor or your ACU representative to amend or delete the timesheet as required.

If you are linked to a students' ePAD via submission of the allocation form, you will have access to verify or amend timesheets (if required).

Timesheets can be verified by:

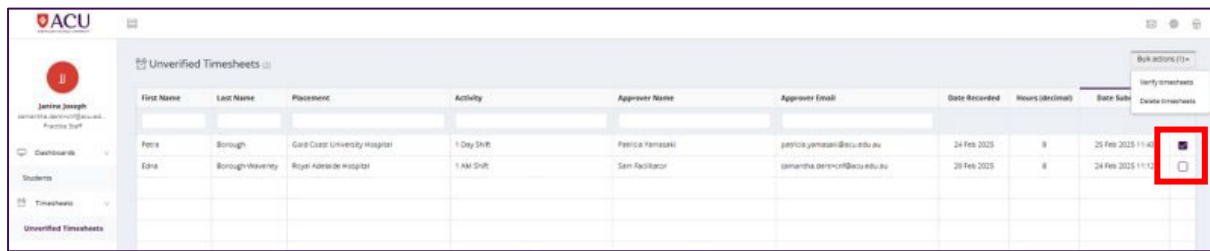
a) Bulk verification

1. Click on 'Unverified timesheets' from the navigation menu. This will display any unverified timesheets for students you are linked to.



First Name	Last Name	Placement	Activity	Approver Name	Approver Email	Date Recorded	Hours (decimal)	Date Submitted
Felice	Borough	Gold Coast University Hospital	1 Day Shift	Felice Yamazaki	felice.yamazaki@acu.edu.au	24 Feb 2025	8	25 Feb 2025 11:43
Edna	Borough-Waverley	Royal Adelaide Hospital	1 AM Shift	Sam Facitator	samantha.facitator@acu.edu.au	20 Feb 2025	8	24 Feb 2025 11:12

2. Review the submission details (shift activity type, date, hours and approver) and use the checkboxes on the far right to select any timesheets you wish to verify. You can select one or multiple to be verified at a time.



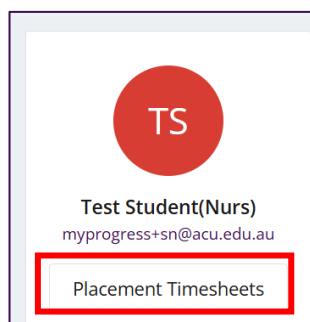
3. The 'Bulk Actions' feature will appear in the top right corner. Click 'Verify Timesheets'. These timesheets will then be removed from this view and update on each student's ePAD.

If you notice a timesheet is incorrect, you can also use the bulk actions to Delete a timesheet from this screen, or see Section 3.7.3 for how to change a timesheet.

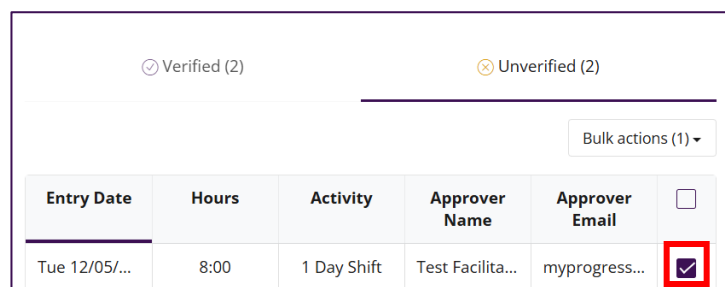
b) Individual verification

Timesheets can be verified individually in a student's ePAD by:

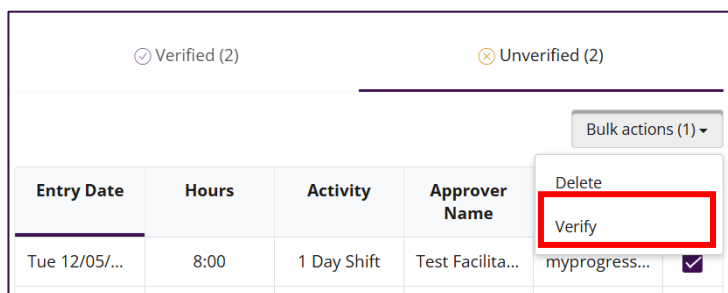
1. Click on **Placement timesheets** under the student's profile block



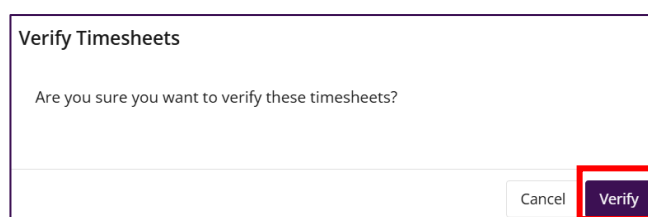
3. Against the relevant placement, click the checkbox to the right of any timesheet



- Click **Bulk Actions** dropdown and select **Verify**



- Click **Verify** to confirm



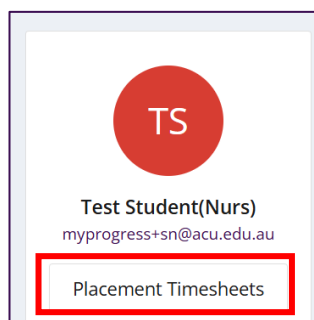
The timesheet will then be displayed in the 'Verified' tab of the table and the total will update accordingly.

3.7.2 Auditing timesheets


The Placement Supervisor's dashboard shows the student's progress against timesheet hour targets for their program and current placement.

Work through the following steps to view the student's timesheet page, where you can see the detail of every timesheet record including absence hours:

- Sign in to MyProgress.
- Click on the student's name in your dashboard to go to their ePAD home page.
- Click on **Placement timesheets** in the left-hand panel.



The timesheet page is displayed. This provides a list of the timesheets that the student has logged for each placement, including the name and email address of the person who is listed as the nominated approver of that shift. The key features are explained in the following screenshot.



The total timesheets to date on this placement, and the target hours.

Sub-totals by activity type.

This graphic shows the pattern of placement attendance. Hover over a date for details.

Verified (3)

Unverified (1)

A reversed timesheet

Reversal button

Table of entries. This can be sorted by selecting the column name.

Entry Date	Hours	Activity / Adjustment	Approver Name	Approver Email
Thu 14/05/...	6:00	1-Day Shift	Test Facilita...	myprogress...
Tue 12/05/...	8:00	1 Day Shift	Test Facilita...	myprogress...

Note: The timesheets page will appear differently depending on whether timesheet verification is enabled for the student’s program.

4. Check each timesheet submission verifying that the following details are correct:
 - a. The **date and hours** of each shift
 - b. The **activity type** selected
 - c. If the appropriate **approver** for that shift has been nominated

If you notice any details are incorrect in a students’ timesheet, follow the instructions below to either reverse or delete the timesheet.

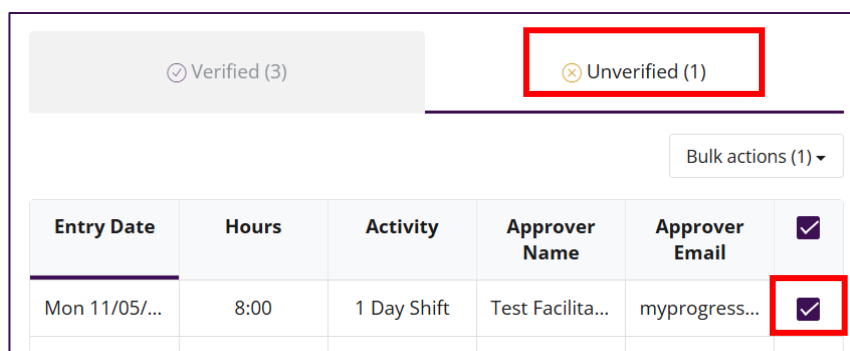
You should also ensure students do not use any ‘**Credit**’ timesheet activity types. Credited hours will only be actioned by ACU staff. If you notice a student has submitted a timesheet with this activity please notify your ACU representative.

3.7.3 Deleting timesheets

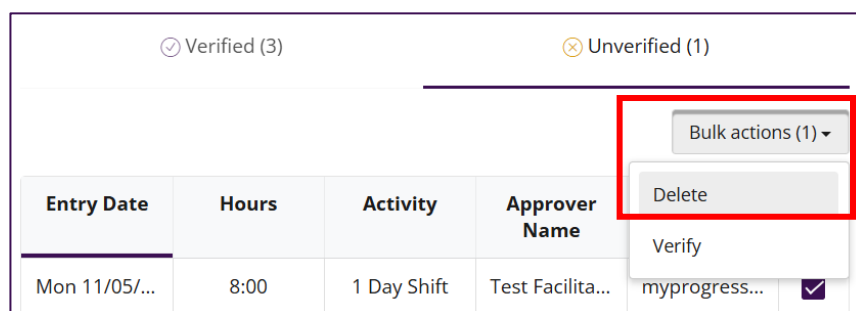
Placement Supervisors, ACU staff, and students can **delete unverified timesheets**. Timesheets that have been automatically approved (where no verification is required) or manually verified **cannot be deleted**; they can only be **reversed** to maintain a complete audit trail. Refer to Section 3.7.4 for instructions on this process.

To delete an unverified timesheet:

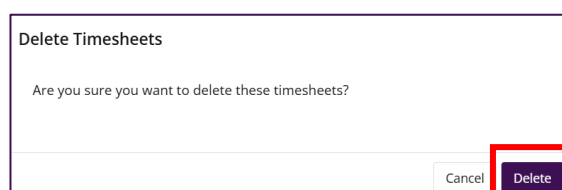
1. Sign in to MyProgress
2. Click on the student's name in your dashboard
3. Click on **Placement Timesheets** in the left-hand panel
4. Click into the Unverified tab
5. Use the checkbox to select the timesheet to be deleted



6. Click the Bulk Actions dropdown and select **Delete**



7. Click **Delete**



3.7.4 Reverse a timesheet

A Placement Supervisor can reverse a timesheet record if it does not reflect a placement shift that the student has completed. This will then allow the student to re-submit the timesheet correctly if required. Students and ACU staff also have permissions to reverse timesheets.

To reverse a timesheet:

1. Sign in to MyProgress
2. Click on the student's name in your dashboard
3. Click on **Placement Timesheets** in the left-hand panel
4. Click into the Verified tab
5. Click the reversal icon against the timesheet

Verified (3)		Unverified (1)		
Entry Date	Hours	Activity / Adjustment	Approver Name	Approver Email
Thu 14/05/...	6:00	1 Day Shift	Test Facilita...	myprogress...
Tue 12/05/...	8:00	1 Day Shift	Test Facilita...	myprogress...

6. Enter information in the Reason field regarding the reversal. This will be visible to all users once the timesheet has been reversed

Create Reversal

This will create a -8:00 adjustment to offset the original entry of 8:00 from 12 May 2026.

Student *
Test Student(Nurs)

Timesheet Type *
Practice Hours

Placement *
ACU TEST

Hours *
-8:00
Format: h:mm (e.g. 1:30 for 1 hour 30 minutes)

Entry Date
12/05/2026

Reason *
Reversal of 8:00 from 12 May 2026

7. Click Create Reversal

Reason *

Reversal of 8:00 from 12 May 2026

Cancel
Create Reversal

The entry will then be displayed within the Verified tab with a strikethrough

⊙ Verified (4)		⊗ Unverified (1)		
Entry Date	Hours	Activity / Adjustment	Approver Name	Approver Email
Thu 14/05/2026	6:00	1-Day Shift	Test Facilitator	myprogress+ps...
Tue 12/05/2026	8:00	1-Day Shift	Test Facilitator	myprogress+ps...

Click on the timesheet to view details of the reversal

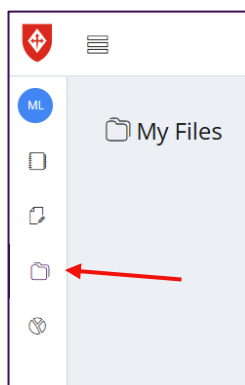
Test Student(Nurs)
Practice Hours - Weekly timesheet

This entry was reversed by Test Facilitator on 22 May 2026 11:23.
Reason: Reversal of 8:00 from 12 May 2026

3.8 My Files

My Files gives you a place to store and view any files which you've previously attached to a submitted form or uploaded into the Files area.

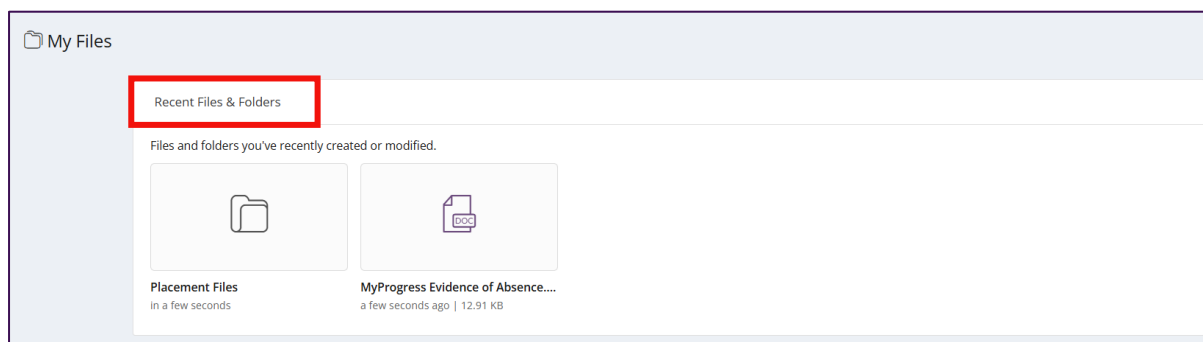
To access My Files, click the 'My Files' icon from the left navigation panel



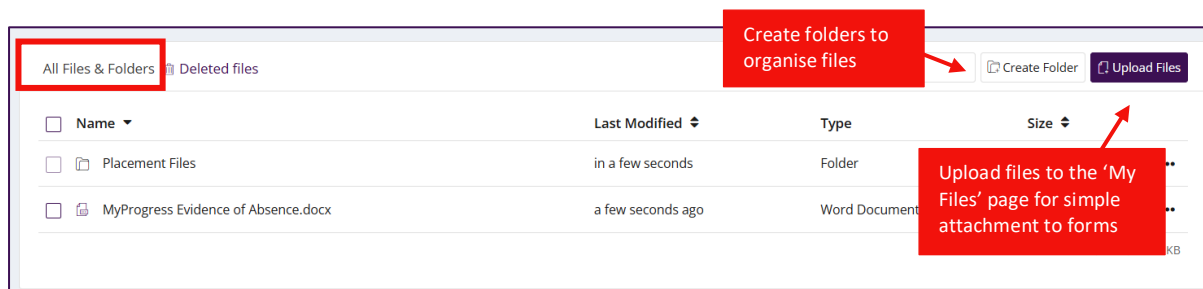
3.8.1 Managing Files

Files are organised in a folder structure based on where they were originally submitted.

The 'Recent Files and Folders' will populate with recently edited or added items.



All documents are stored under the 'All Files & Folders' section. In this area, you can create folders and upload files. Any files you submit within any MyProgress form will also appear in this area.



To create a folder:

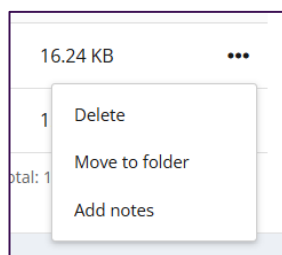
1. Click 'Create Folder'
2. Enter a Folder name
3. Click 'OK'

To upload a file:

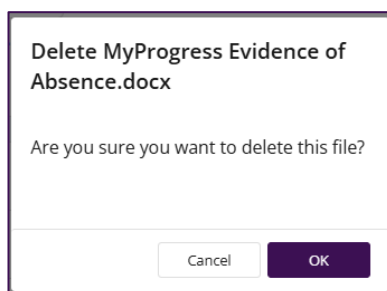
1. Click 'Upload Files'
2. Drop the file or click into the box to select from your device
3. Select 'Upload'
4. Your file will then appear under the 'All Files & Folders' area

To delete a file:

1. Press the 3 dots to the right of the file name
2. Click 'Delete'

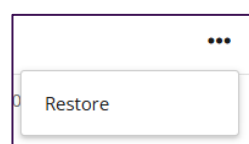
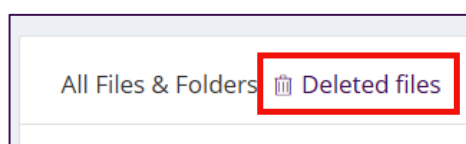


3. Select 'OK'



4. The file will be removed from 'My Files' and will not impact any previously submitted forms which contained that file

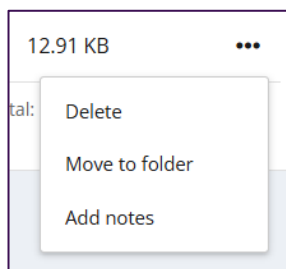
Note: Deleted files can be recovered by clicking the 'Deleted' Files button, then the 3 dots to select 'Restore'



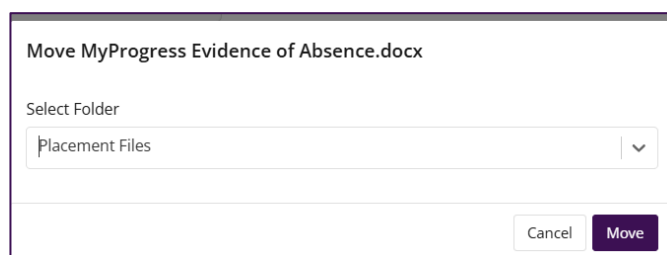
To move a file into a folder:

1. Press the 3 dots to the right of the file name

2. Click 'Move to folder'



3. Select the folder from the drop-down menu
4. Click 'Move'



3.8.2 Uploading Files to a Form

When completing a form that contains a file upload question, you have the option to upload a new file or select from a file that exists in the My Files area.

Note: Even though documents in 'My Files' will display on a form you are completing, they are NOT attached unless they are selected.

Upload supporting documentation below: *
Note. Only one file can be uploaded per form submission

Search for a file...

Upload a new file
 Select to upload a new file

Placement Files
 17 hours ago

MyProgress Evide...
 17 hours ago | 12.91...

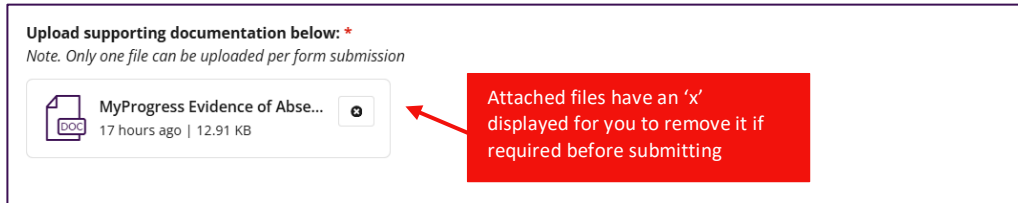
Click here to upload supporting documentation.

Documents uploaded to 'My Files' will appear here for you to select from as an alternative to uploading above from your device's document folder

- To upload a new file, click inside the 'Upload a new file' area and select from your device documents.

- To upload a file from My Files, click on the documents shown, or navigate through your folders to find the appropriate file.

An **attached file** will appear as shown in the below screenshot:



If you have any questions or issues in relation to MyProgress, please contact your ACU representative for further support.