## SKYPORT / PORTFOLIO ACCESS

### What is a Portfolio?
A portfolio is the collection of documents that identifies you, your experience(s) and your practice as a physiotherapist. It is the story of where you have been and how you have arrived at where you are at the present time. The portfolio is where you will store the tangible evidence of competency and continuing competency, the documentation of all your continuing education activities, your self- evaluations, your peer assessments/ audits, proof of Insurance, you resume and job description etc.

### What is SkyPort?
In 2016 the NSCP launched a paperless, electronic space by building a portal through which NSCP members have access to their own personal, secure, confidential, and password protected Portfolio in the Sky. We are calling the space SkyPort, for Portfolios in the Sky. Eventually you will no longer be required to keep any paper in your portfolio, all of your data will be in electronic format in your SkyPort. In addition, you will upload Course Certificates and Proofs of Attendance and Insurance, Job Descriptions, Resumes,  etc. to your SkyPort.. You also have the ability to bring your uploaded portfolio material from your SkyPort to your printer if you need to make a hard copy.

### How do I navigate to and in SkyPort*?*
First go here: https://nsphysio.nicomhost.com/NSPHYSIO_MEMBER_PORTFOLIO/ (and Bookmark)
After you have entered your username and password and clicked on Login you have accessed your SkyPort; a welcome page has opened with a gray bar containing the headings: *Home, Portfolio, Hours Worked, Help, and Log Out*. When you click on *Home* you will be returned to the page that opened after you logged in, the welcome page.
When you click on *Hours Worked* you will see your personal information, your Classification, your home and work address as well as the last five (5) years of Practice, Volunteer and CE hours that we have on file for you. The *Help* button brings you to a page that has a little information with more coming as required and the *Log Out* button… well it logs you out of SkyPort.
Now Click on *Portfolio* and when the page refreshes you will see your name just under the gray bar, your Registration number and your Classification. Below this on the left side you will see seven (7) titles each with a small box to its left containing a plus ( + ) sign. By clicking on the plus box you open that topic, e.g. if you click on the plus box alongside Practice, you are able to see your last five (5) years of Practice hours and where your Employer; also note the plus box alongside Practice has changed to a negative (-) box and when you click on the negative box the Practice page closes.

If you wish to do more towards your next Portfolio Review have a look at the letter Portfolio Candidates receive here.