

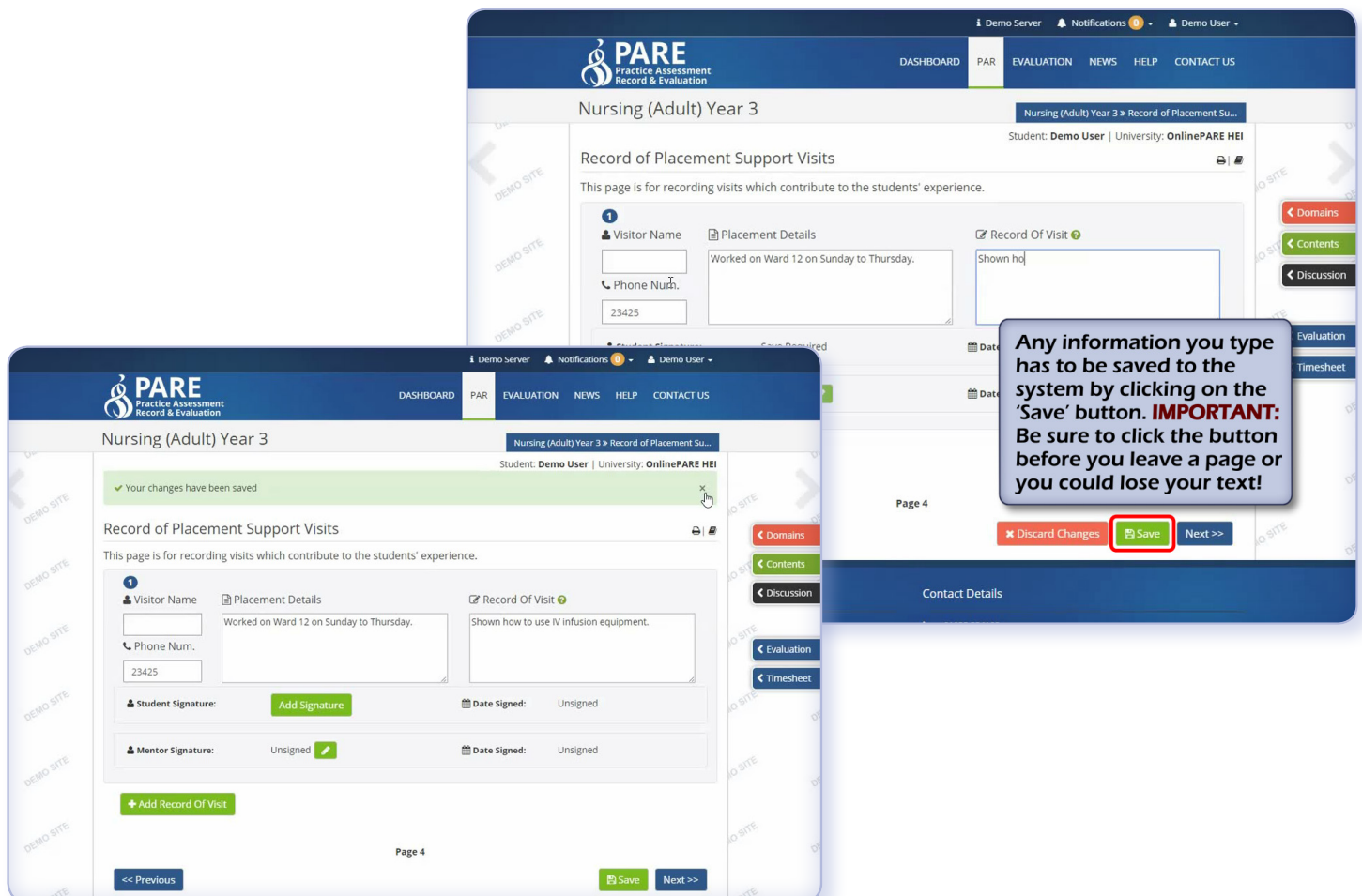
Using Digital Signatures to Verify Your Development

The **PARE** system records information about your progress and development such as your placement training and educational achievements. This information is verified by being digitally 'signed' by students with a click of a button due to their identity already being confirmed during the Online PARE login process. The system automatically controls which sections can be signed by a specific user based on their role. Mentors, tutors and other user types can sign in the same way, for example to validate details the user has submitted.

This document demonstrates the process to help you understand and complete this vital part of your assessment.

1 Inputting Placement Details

Information about your activity on placements can be input into the text boxes on the Record of Placement Support Visits pages. It is important to remember to click the green 'Save' button to record your details to the system. If this is not done the text will be lost when you leave the record page. Once this has been done, a confirmation message is displayed confirming that your text has been saved.



The screenshots illustrate the PARE system interface for recording placement support visits. The top screenshot shows the 'Record of Placement Support Visits' page with fields for Visitor Name, Phone Number, Placement Details, and Record Of Visit. The bottom screenshot shows the same page with a green confirmation message 'Your changes have been saved' and a green 'Save' button highlighted. A callout box states: 'Any information you type has to be saved to the system by clicking on the 'Save' button. **IMPORTANT:** Be sure to click the button before you leave a page or you could lose your text!'

2 Adding Digital Signature

You add your digital signature by clicking the 'Add Signature' button followed by the 'Save' button to submit your text to the system. Once this is done the associated content becomes read-only to ensure no further changes can be made without removing the signature. Any alterations can therefore only be submitted once the user has verified them via signing. This system maintains validity of submitted work and removes the chance of unauthorised changes being possible.

Locked text boxes are shown through a 'Locked' button being displayed and being coloured pale grey.

The image displays three sequential screenshots of the PARE Practice Assessment Record & Evaluation system interface, illustrating the process of adding a digital signature and locking the document.

Top Screenshot: The 'Record of Placement Support Visits' form is shown. The 'Student Signature' field has an 'Add Signature' button highlighted with a red box. A callout box states: "Click the 'Add Signature' button to digitally confirm that the information is written by you. The system uses your login status as proof of your identity."

Middle Screenshot: The 'Student Signature' field now shows 'Signed'. The 'Date Signed' is 12th Jan 2017 1:18pm. A callout box states: "Click 'Save' again to verify your signature. This locks the document so no new text changes can be made. A button shows that the document is locked."

Bottom Screenshot: The 'Record of Placement Support Visits' form is shown. The 'Student Signature' field is now 'Signed'. The 'Mentor Signature' field is 'Unsigned'. The 'Record Of Visit' field is highlighted with a red box and a 'Locked' icon. A callout box states: "Text boxes are locked and 'Locked' icon shows in corner. To edit your text you can click the 'Unlock' button. Note that this REMOVES the signature as the new text is unverified."

3 Making Further Changes

If you need to alter the text you have input you can unlock it by clicking on the 'Unlock' button. This also removes your signature, so you will need to re-apply it as previously shown once you have changed the text. It is important that any changes are signed and saved to ensure they are recorded by the system, especially as it is easy to forget if you have previously submitted details.

4 Adding Mentor Signature

To finalise your record, it has to be checked and digitally signed by your mentor. This process is similar to your own signing procedure except that the mentor has to input their own credentials to verify their identity. If the mentor is with you while you are signed in they can check the details and sign off your details into the page without you needing to sign out. A verification message is displayed to confirm that the mentor has signed.

Any text you submit has to be checked and digitally signed by your mentor. If they are available they can sign while you are logged in by clicking and inputting their password.

Mentor Electronic Signature

This section allows a Mentor to sign part of the PAR document while the student is logged into the system.

If you are a Mentor with an OnlinePARE account please enter your login details here to sign this section

Mentor Email:

Password:

Or

If your Mentor **does not** have an OnlinePARE account you can record their details here

Mentor Name:

Mentor Phone:

Add Signature

Mentor Electronic Signature

This section allows a Mentor to sign part of the PAR document while the student is logged into the system.

✓ Your signature has been successfully added

Close

Record of Placement Support Visits

Student: Demo User | University: OnlinePARE HEI

1 Visitor Name: Placement Details: Worked on Ward 12 on Sunday to Thursday. Worked on night shift on Friday. Record Of Visit: Shown how to use IV infusion equipment.

Student Signature: Signed Date Signed: 12th Jan 2017 1:19pm

Mentor Signature: Unsigned Date Signed: Unsigned

Discard Changes Save Next >>

5 Making Changes After Mentor Sign-Off

If you need to make further changes to your text after your mentor has signed it off you can follow the same procedure as when you changed your own text. Clicking 'Unlock' again allows the text to be edited but, as before, also removes all digital signatures applied to it. Once you are happy with your text you have to reapply the digital signatures for yourself and your mentor to complete the process.

This process can be repeated until you are happy with your text.

The screenshot displays the PARE Practice Assessment Record & Evaluation system interface. A modal dialog box titled "Unlock Placement Support Visit" is open, asking "Would you like to unlock this section?" with "Cancel" and "Unlock" buttons. The background shows the "Record of Placement Support Visits" form, which is currently locked. The form includes fields for Visitor Name, Phone Num., Placement Details, and Record Of Visit. A text box explains that unlocking removes existing signatures. A callout box states: "As before, unlocking the text for edit after it has been signed removes the verifying digital signatures. The sign and save process can be repeated as many times as needed."

Unlock Placement Support Visit

Unlocking will remove the existing signature(s) attached to this placement support visit
Would you like to unlock this section?

Cancel Unlock

Record of Placement Support Visits

This page is for recording visits which contribute to the students' experience.

1

Visitor Name: [Text Box]
Phone Num.: 23425

Placement Details: Worked on Ward 12 on Sunday to Thursday.
Worked on night shift on Friday.

Record Of Visit: Shown how to use IV infusion equipment.

Locked [Unlock]

Student Signature: [Text Box] Date Signed: 12th Jan 2017 1:19pm

Mentor Signature: [Text Box] Date Signed: 12th Jan 2017 1:20pm

+ Add Record Of Visit

<< Previous Save Next >>

As before, unlocking the text for edit after it has been signed removes the verifying digital signatures. The sign and save process can be repeated as many times as needed.