

Clinical **LEARNING** Australia

The ePortfolio for **prevocational doctors**

Navigating CLA for Administrators and Supervisors

This guide is intended for all Clinical Learning Australia (CLA) users, including Term Supervisors, Clinical Supervisors, Assessors, Directors of Clinical Training (DCTs) and Executive Directors of Medical Services (EDMS). It introduces accessing and navigating CLA, including logging in, managing passwords and profiles, navigating between roles, and logging out of the system. This guide covers the foundational functions required to use CLA effectively.

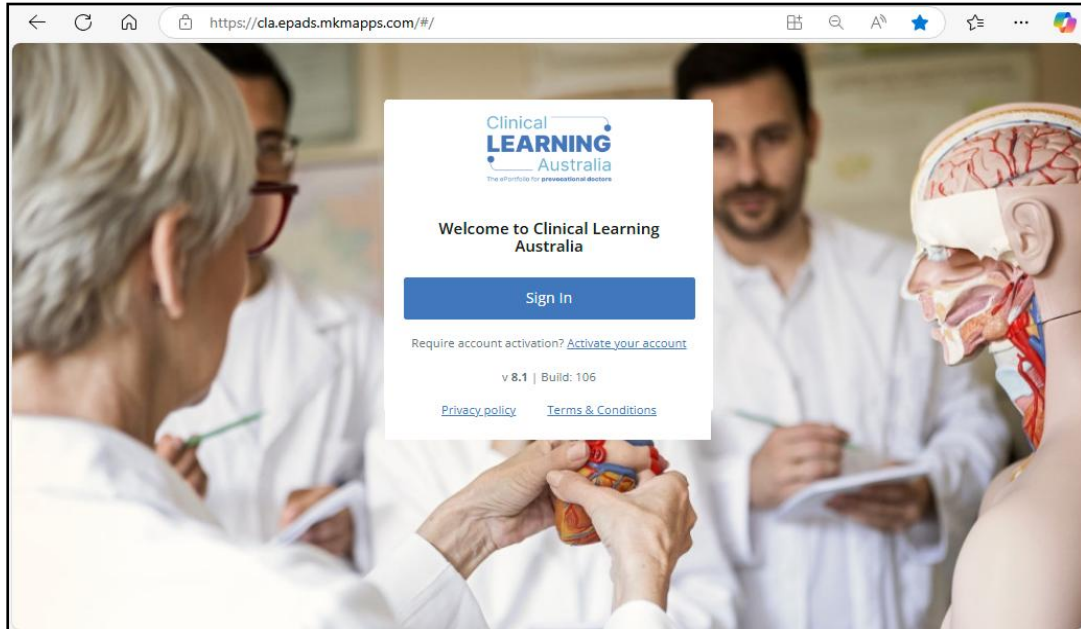
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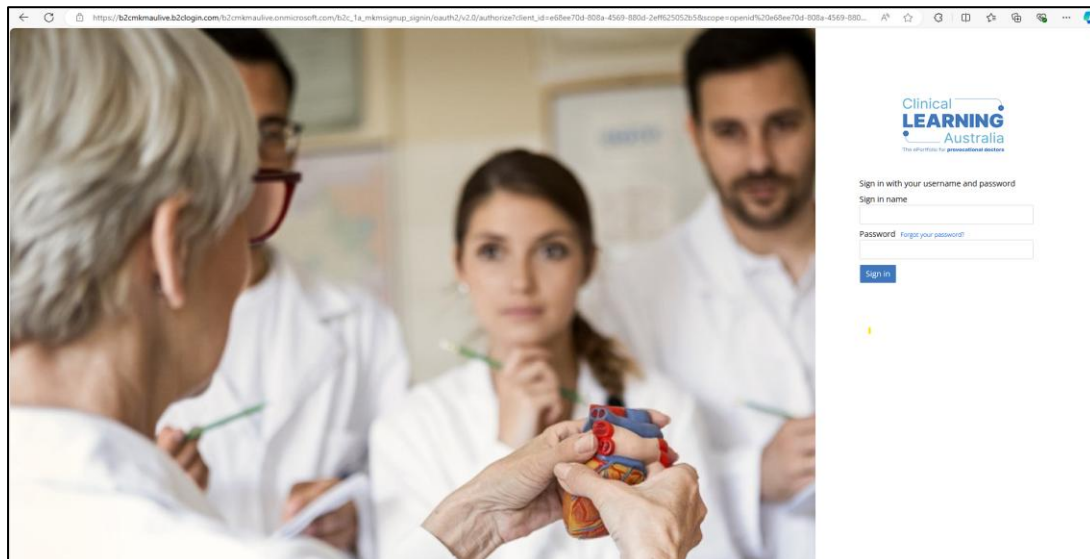
1 Navigating CLA

1.1 How to login

Navigate to the Clinical Learning Australia login page at: [Clinical Learning Australia](https://cla.epads.mkmapps.com/#/)
Click the **Sign in** button.



Enter in your login credentials, and click **Sign in**.



The **Sign in name** is your email address.

1.2 Forgotten password

If you have forgotten your password, you can reset your password on the login page.
Click on **Sign in** and then select **Forgot your password?** This will prompt you to enter your email address and will send you a verification code to your email.



Clinical
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Sign in with your username and password

Sign in name

Password Forgot your password?

[Sign in](#)

Enter the verification code on the CLA verification screen and follow the prompts to reset your password. **Note** You may need to check your Junk/Spam folder for the email.

To find out more information, please refer to the [How to reset your password](#) quick reference guide.

1.3 Side Navigation Toolbar

Moving between screens in CLA is done using the side navigation toolbar which is the vertical menu bar located on the left-side of the CLA screen.

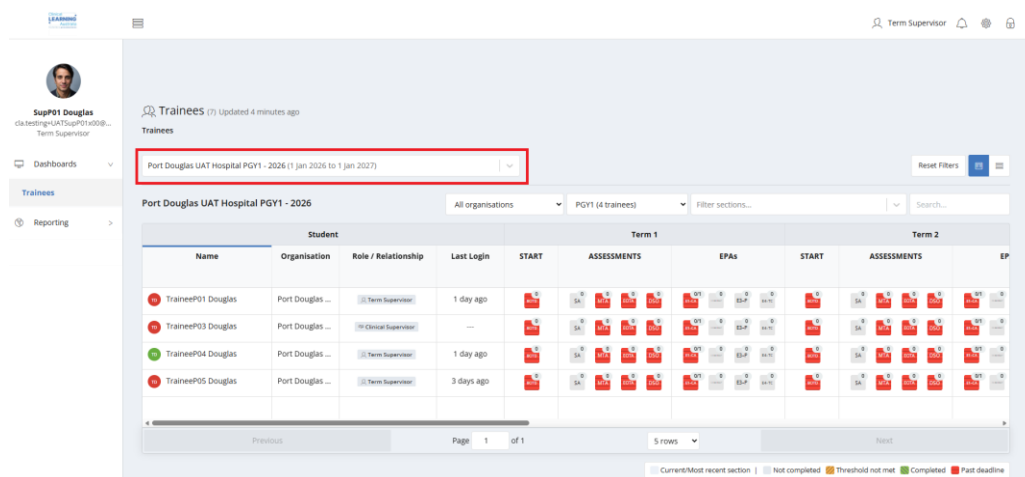
The navigation toolbar can be expanded by clicking on the burger menu icon  at the top left of the screen in the white banner bar, or you can hover your mouse over the icons to see their full names. The options you see in the navigation toolbar will depend on your user role.

Term and Clinical Supervisors

Dashboards > Trainees

The Trainees dashboard displays all trainees you are linked to within a given period.

- Use the drop-down list to select and view different groups of trainees within your organisation.



The screenshot shows the 'Trainees' dashboard for a Term Supervisor. A red box highlights the dropdown menu for selecting a group of trainees, currently showing 'Port Douglas UAT Hospital PGY1 - 2026 (1 Jan 2026 to 1 Jan 2027)'. Below this, a table displays trainee information and assessment progress.

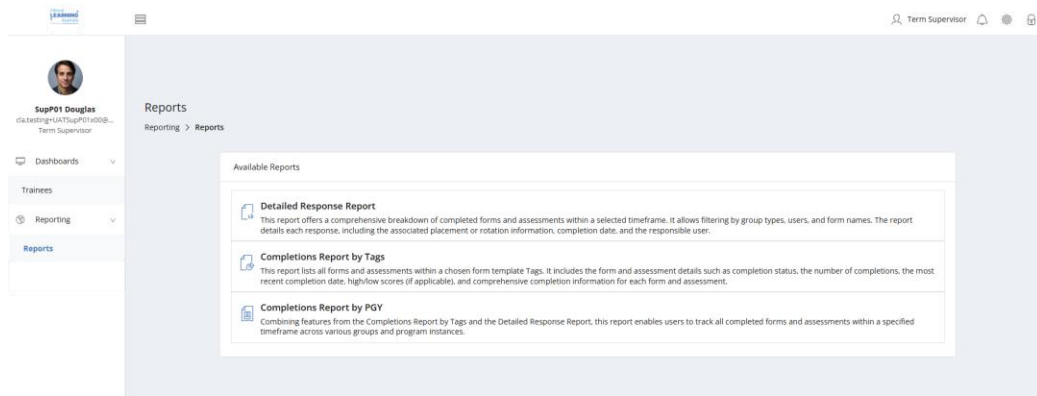
Student				Term 1								Term 2			
Name	Organisation	Role / Relationship	Last Login	START	ASSESSMENTS				EPAs	START	ASSESSMENTS				EP
TraineeP01 Douglas	Port Douglas ...	Term Supervisor	1 day ago	...	...	...	...	...	...	...	...	...	...	...	...
TraineeP03 Douglas	Port Douglas ...	Clinical Supervisor	...	...	...	...	...	...	...	...	...	...	...	...	...
TraineeP04 Douglas	Port Douglas ...	Term Supervisor	1 day ago	...	...	...	...	...	...	...	...	...	...	...	...
TraineeP05 Douglas	Port Douglas ...	Term Supervisor	3 days ago	...	...	...	...	...	...	...	...	...	...	...	...

Page 1 of 1 | 5 rows | Next

Legend: Current/Most recent section | Not completed | Threshold not met | Completed | Past deadline

Reporting

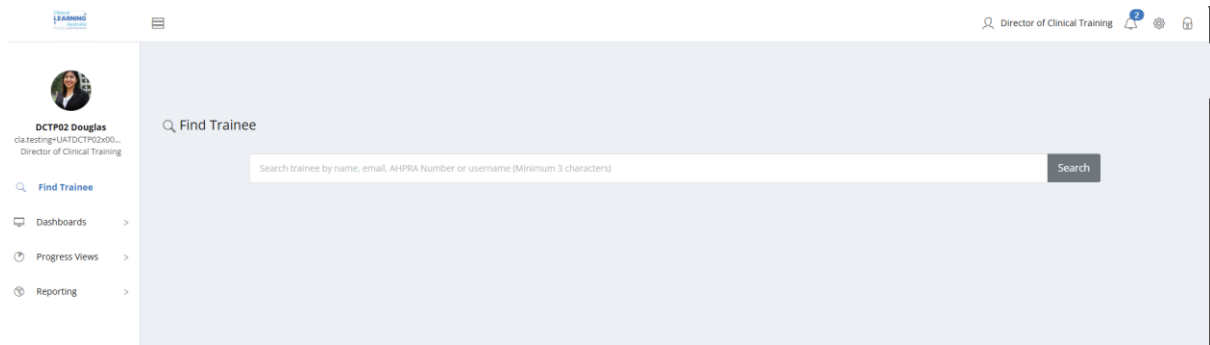
Where you can access and run reports available in the system.



Directors of Clinical Training (DCT) and Executive Directors of Medical Services (EDMS)

Find Trainee

Use **Find Trainee** to search for individual trainees within your organisation and access their ePortfolio.



Dashboards > Trainees

The Trainees dashboard displays all trainees within your organisation that you oversee, as well as trainees from other organisations who are currently undertaking a term allocation at your hospital.

- Use the drop-down list to select and view different groups of trainees within your organisation.
- Select **External View** to display trainees from other organisations who are completing a term allocation at your hospital.

Trainees (5) Updated 4 minutes ago

Port Douglas UAT Hospital PGY2 - 2026 (1 Jan 2026 to 1 Jan 2027)

Reset Filters Group View External View

Port Douglas UAT Hospital PGY2 - 2026 PGY1 (5 trainees) Filter sections... Search...

Trainee	Name	Term	Role / Relationship	Last Login	START	Term 1		Term 2	
						ASSESSMENTS	EPAs	START	ASSESSMENTS
TraineeP06 Douglas	Port Douglas ...	Director of Clinical Training...	---	---	---	SA	SA	SA	SA
TraineeP08 Douglas	Port Douglas ...	TF Clinical Supervisor	---	---	---	SA	SA	SA	SA
TraineeP09 Douglas	Port Douglas ...	Director of Clinical Training...	1 day ago	---	---	SA	SA	SA	SA
TraineeP07 Douglas	Port Douglas ...	Director of Clinical Training...	4 days ago	---	---	SA	SA	SA	SA
TraineeP10 Douglas	Port Douglas ...	TF Clinical Supervisor	---	---	---	SA	SA	SA	SA

Progress Views

Where you can view charts showing the completion status of Prevocational Outcome Statements for trainees within your organisation.

Progress views > Views

Filter views All groups and organisations All deployments

Prevocational Outcome Statements Port Douglas UAT Hospital PGY2 - 2026

GRADING SYSTEM
No Grading System
No Evidence Has Evidence

EVIDENCE GRADING SYSTEM
Prevocational Outcome Statements
Reflection/Log EPA Term

Prevocational Outcome Statements Port Douglas UAT Hospital PGY1 - 2026

GRADING SYSTEM
No Grading System
No Evidence Has Evidence

EVIDENCE GRADING SYSTEM
Prevocational Outcome Statements
Reflection/Log EPA Term

1 5 per page

Reporting > Reports

Where you can access and run a range of reports available within the system.

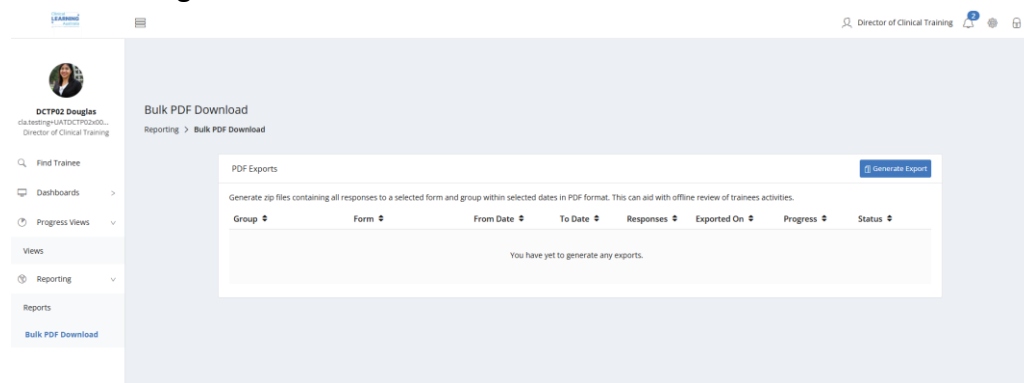
Reports
Reporting > Reports

Available Reports

- Detailed Response Report**
This report offers a comprehensive breakdown of completed forms and assessments within a selected timeframe. It allows filtering by group types, users, and form names. The report details each response, including the associated placement or rotation information, completion date, and the responsible user.
- Completions Report by Tags**
This report lists all forms and assessments within a chosen form template Tags. It includes the form and assessment details such as completion status, the number of completions, the most recent completion date, high/low scores (if applicable), and comprehensive completion information for each form and assessment.
- Completions Report by PGY**
Combining features from the Completions Report by Tags and the Detailed Response Report, this report enables users to track all completed forms and assessments within a specified timeframe across various groups and program instances.
- User Diagnostic Report**
This report provides a comprehensive profile of all users created within a selected timeframe for a chosen role. It includes all user details, group attachments, and optional custom properties set up within the organisation.
- Email Invite Report**
This report lists all email invites sent.
- Progress View Report**
This report provides details of trainee interactions against progress views.

Reporting > Bulk PDF Download

Where you can download form responses as PDF files in a ZIP package for a selected group and date range.



1.4 CLA Home Screen

The home screen or landing page that users see when logging into CLA varies by role.

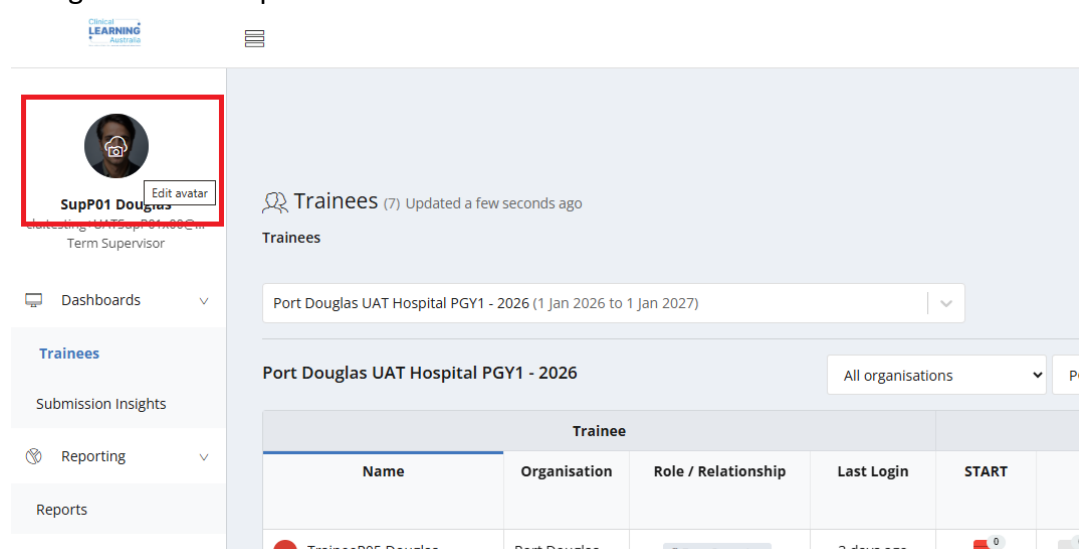
The Term and Clinical Supervisor home page is the **Trainee Dashboard** whereas the DCT and EDMS home screen is the **Find Trainee** search page.

To return to your home screen if you have navigated away from this, click on the CLA image in the top left of any screen.

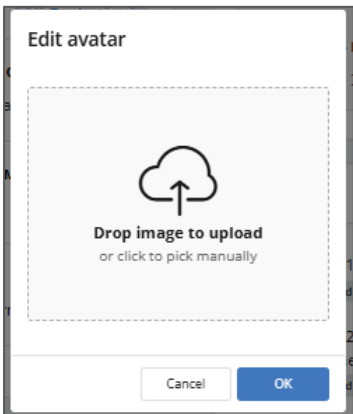
1.5 Managing Your Profile

Users can manage their profiles in CLA, including adding/changing a profile picture, adding a contact phone number and changing their password.

To add or update your **profile picture**, click on the circle or image at the top left of the Navigation Bar to open the **Edit avatar** window.



In the Edit Avatar window, drop an image in the window or click on the window to navigate to an image to upload and click **OK**.



Note: You may need to refresh your page to see the profile picture appear.

To enter a contact phone number:

- Select the cog icon on the top right

SupP01 Douglas

cla.testing+UATSupP01x008...

Term Supervisor

Dashboards

Trainees

Submission Insights

Reporting

Reports

Trainees (7) Updated a few seconds ago

Trainees

Port Douglas UAT Hospital PGY1 - 2026 (1 Jan 2026 to 1 Jan 2027)

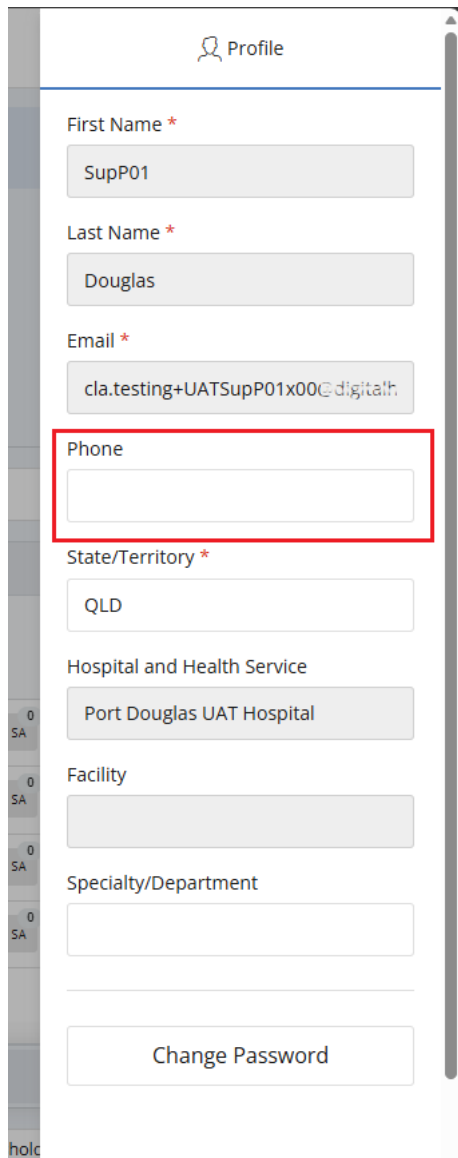
Reset Filters

Port Douglas UAT Hospital PGY1 - 2026

All organisationsPGY1 (4 trainees)Filter sections...Search...

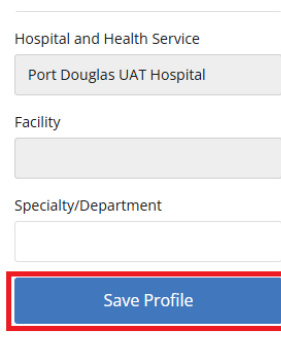
Trainee				Term 1				Term 2			
Name	Organisation	Role / Relationship	Last Login	START	ASSESSMENTS	EPAs	START	ASSESSMENTS	EP		
TraineeP05 Douglas	Port Douglas ...	Term Supervisor	3 days ago								
TraineeP01 Douglas	Port Douglas ...	Term Supervisor	1 day ago								

- A menu will be displayed



The screenshot shows a 'Profile' form with the following fields: First Name (SupP01), Last Name (Douglas), Email (cla.testing+UATSupP01x00@digitalh), Phone (highlighted with a red box), State/Territory (QLD), Hospital and Health Service (Port Douglas UAT Hospital), Facility, Specialty/Department, and a Change Password button.

- Enter or update your phone number in the relevant field
- Select **Save Profile**.

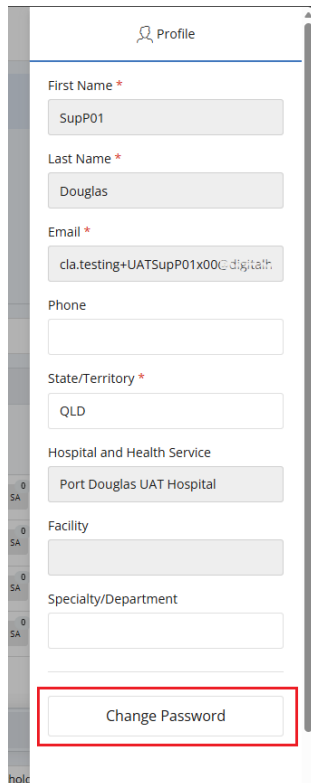


This close-up shows the bottom section of the form, including Hospital and Health Service (Port Douglas UAT Hospital), Facility, Specialty/Department, and a 'Save Profile' button highlighted with a red box.

Note: your contact phone number is optional and is only used as a reference for your local Medical Education Unit (MEU) / Junior Medical Officer (JMO) Management team should

they want to contact you. It is not visible to other users, including trainees, and is not used for any system generated messages/calls. A phone number can be a mobile or landline number.

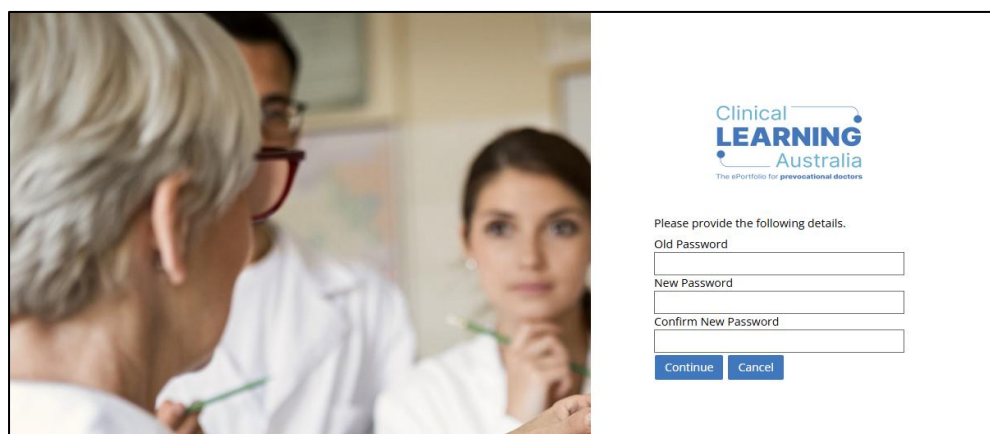
To change your password, select the cog icon in the top-right corner of the screen to open the settings menu. From the menu, select **Change Password** and follow the prompts to create a new password.



The screenshot shows a 'Profile' settings page. It contains several input fields: 'First Name' (SupP01), 'Last Name' (Douglas), 'Email' (cla.testing+UATSupP01x00@digitalh), 'Phone', 'State/Territory' (QLD), 'Hospital and Health Service' (Port Douglas UAT Hospital), 'Facility', and 'Specialty/Department'. At the bottom of the form, a button labeled 'Change Password' is highlighted with a red rectangular border.

Your password should be: 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .

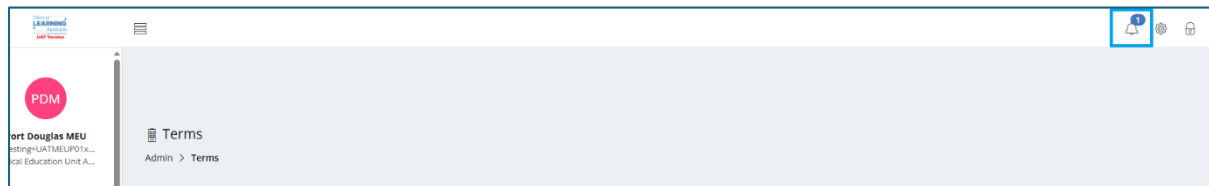
Click **Continue** to save your new password.



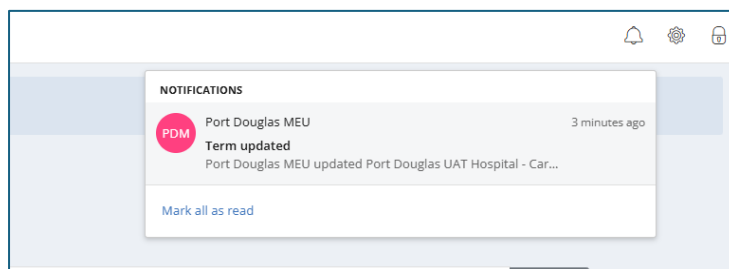
The screenshot shows a confirmation screen for changing a password. On the left is a blurred image of two people in a clinical setting. On the right, the 'Clinical LEARNING Australia' logo is displayed above the text 'Please provide the following details.' Below this text are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom of these fields are two buttons: 'Continue' and 'Cancel'.

1.6 Notifications

CLA displays system notifications using the **bell** icon on the top right corner of the screen.



When you have unread notifications, a number will appear in a blue circle on the bell icon. Click the **bell** icon to view your notifications and access any relevant actions or information.



Read notifications remain in the list and are displayed in grey. Select **Mark all as read** at the bottom of the notification list to mark all notifications as read in a single action.

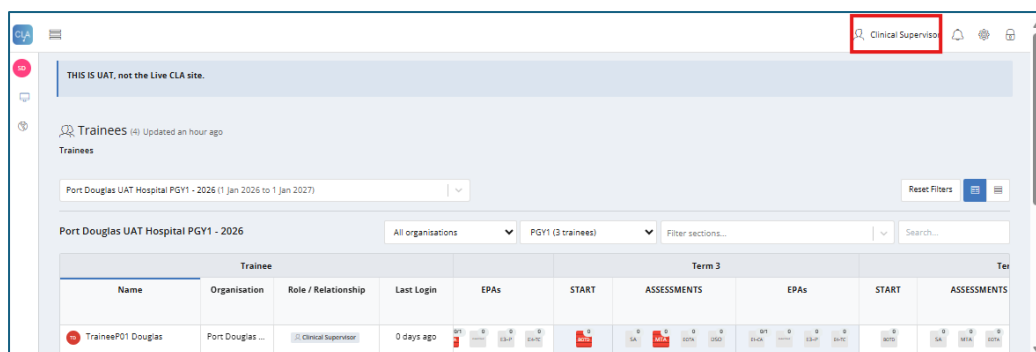
Notifications display the most recent first, allowing you to view your full notification history. Notifications do not expire and are not automatically removed from the list.

The notification list refreshes automatically every minute.

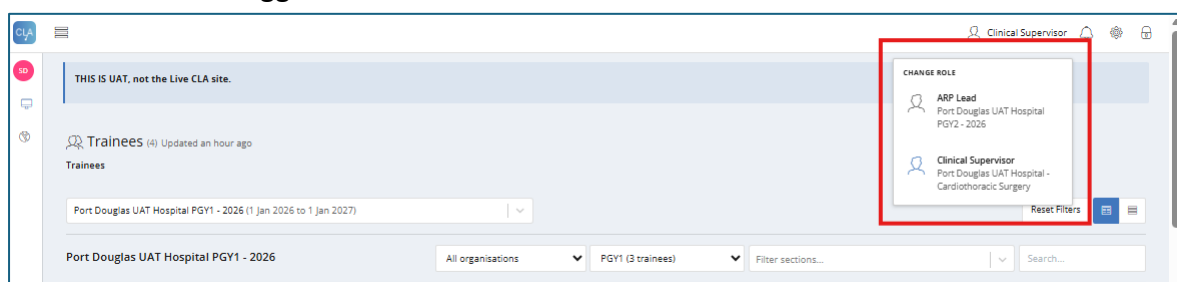
1.7 Navigating between roles

Some CLA users may need both a DCT/EDMS role to oversee the entire cohort(s) of prevocational doctors at their sites, as well as a Supervisor role to directly supervise a subset of trainees, e.g. for relief terms. Some may also have a role as part of the Assessment Review Panel (ARP) group, as a member or a lead.

Users can be set up with multiple roles in CLA. Where you have been set up with multiple roles, the name of the role that you are currently accessing the system with will display in the top right corner of the CLA screen.



To switch between roles, click on the role in the top right corner to see the other role(s) and select the role to toggle to.



When you switch between roles, you will have the view and access privileges that come with that role. That is, in a Supervisor role, you will be able to complete assessment forms for trainees but will not be able to complete the DCT Sign-off form. If switch an ARP role, you can only undertake ARP related functions (i.e. cannot complete any forms).

1.8 Logging out of CLA

Please ensure you log out of CLA, particularly if using a public or shared computer. To log out of CLA when you have finished your session, click on the lock icon in the top right-side corner of the screen.

Note: The system will automatically log you out after 30 minutes of inactivity.



1.9 Support

- For local set up issues, contact your MEU Administrator
- For guidance and learning resources, refer to the [CLA website and user guides](#)
- For MEU support enquiries, please email CLA.help@digitalhealth.gov.au