

SIS! - BPV – Business Portal [External company]

Content

1. Log in to Albeda (Eduarte) Business Portal	1
2. Change password.....	3
3. Change personal details.....	4
4. View interns	5
5. Work placement (BPV) hours validation - Student validation.....	7
6. Work placement hours validation - Student validation approved	10
7. Work placement hours validation - Student validation correction	11
8. Log out.....	11

1. Log in to Albeda (Eduarte) Business Portal

- When you log in for the first time, please use the confirmation email sent by Albeda, containing the username and the password. These details are required for the next step.

The confirmation email will look like the below supplied email. For your convenience we translated the below email to English.

From: Bedrijvenportaal <noreply@albeda.nl>
To: name@name.nl
Subject: Account details Bedrijvenportaal
Reply to: Bedrijvenportaal <noreply@albeda.nl>
Dear Mr/Ms ...

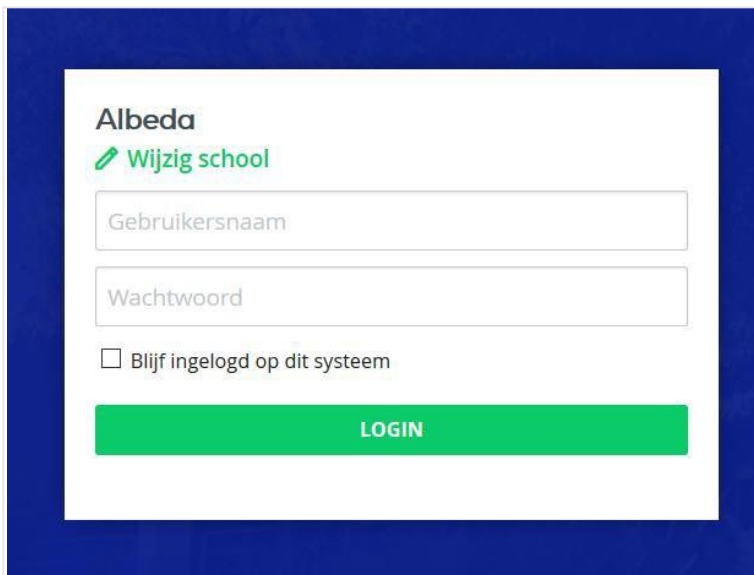
An account in Bedrijvenportaal has been created for you, or the details of your account have been changed. The details are:

Username: ...
Password: ...
Application: <https://albeda-bedrijf.educus.nl>

- Go to the Albeda (Eduarte) Business Portal: <https://albeda-bedrijf.educus.nl>

Attention!! When using a tablet, the pages may be displayed differently.

- Enter the **username** and the **password from the confirmation email**,
- Click **LOGIN**.



The screenshot shows the Albeda login interface. At the top left, it says "Albeda" with a green pencil icon and the text "Wijzig school". Below this are two input fields: "Gebruikersnaam" (username) and "Wachtwoord" (password). There is a checkbox labeled "Blijf ingelogd op dit systeem" (Keep me logged on this system). At the bottom, there is a prominent green button labeled "LOGIN".

- When you log in for the first time, you will be requested to change your password immediately.




The screenshot shows the password change interface. The heading is "Kies een nieuw wachtwoord" (Choose a new password). Below the heading is a white box containing the following elements: "Instelling: Albeda" (Setting: Albeda), three input fields labeled "Huidig wachtwoord (verlopen)" (Current password (expired)), "Wachtwoord" (Password), and "Herhaal wachtwoord" (Repeat password), and a green button labeled "WIJZIGEN" (Change).

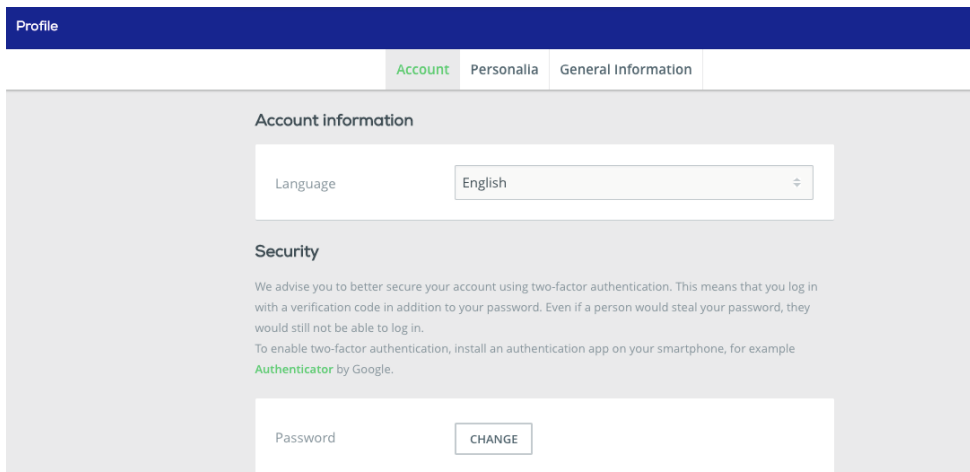
- You will be directed to **Eduarte Business Portal**, which opens on the dashboard screen by default.

The side menu now has the option Interns, which does not currently have a function!



2. Change password

- Go to the profile (bottom left) 
- Then change the password



- Enter a new password.
- Click **Save**.

Change password

🔒 Old password

🔒 New password

🔒 Repeat password

CANCEL **SAVE**

3. Change personal details

- Click **Personalia**

Account **Personalia** General Information

Personal information

Name

Date of birth

Contact information Edit

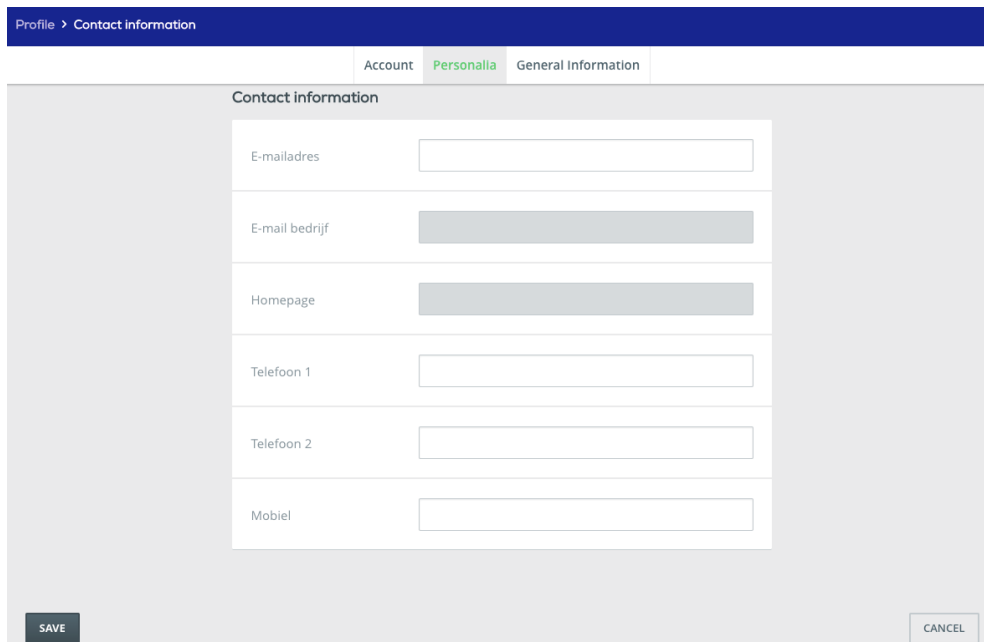
E-mailadres

Telefoon 1

Telefoon 2

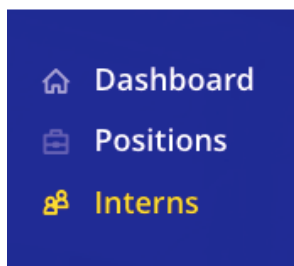
- Check the details and if necessary edit using the **edit** option

- You can only change your email address and telephone number.








4. View interns

- Click** Interns in the side menu



- The intern(s) to whom you have been assigned as workplace trainer are displayed
- Click the student whose records you want to view.

Interns							
Name ▲	Status	Contract completed	Start date	End date	Hours still awaiting approval	Internship progress	
 	ACTIVE	Yes	07-01-2019	03-05-2019	No	0 OF 528 HOURS	
 	ACTIVE	Yes	07-01-2019	03-05-2019	No	0 OF 528 HOURS	

Attention! Is the list longer than 100 students? If so, use the search filter.

5. Work placement (BPV) hours validation - Student validation

The work placement logbook has three possible registrations, "Present", "Absent" and "Both".
The agreement is to only use "Present" and will be addressed in the section below.

- The logbook with the **hours submitted** by the student is now displayed.
- **Verify** the hours submitted.

N. Sari > Log

Intern Log

SAT	<i>There is nog log for this day yet</i>	
SUN	<i>There is nog log for this day yet</i>	
10 JUNE - 16 JUNE / WEEK 24		
MON	9:00-17:00	8H
TUE	10:00-16:00	6H
WED	<i>There is nog log for this day yet</i>	
THU	Work placement	8H
FRI	I have worked on my practical assignments	8H
SAT	<i>There is nog log for this day yet</i>	
SUN	15:00-22:00	7H

Total: 37h
APPROVE
AMEND

- If a student has submitted hours for the current week (one or more days), only the hours with a following the hours of the relevant day can be approved.
- Below the week, the following comment will appear: Last approved on (date and time).
- The student receives a message AKKOORD
- The hours for this day can be changed using the button CORRIGEREN if the hours are 'not approved'

It is recommended to have the students submit the hours for each completed week.

[Log](#)

Intern Log

17 JUNE - 23 JUNE / WEEK 25

MON	9:00-16:00	8H <input checked="" type="checkbox"/>
TUE	10:00-22:00	11H <input checked="" type="checkbox"/>
WED	<i>There is nog log for this day yet</i>	
THU	<i>There is nog log for this day yet</i>	
FRI	<i>There is nog log for this day yet</i>	
SAT	<i>There is nog log for this day yet</i>	
SUN	<i>There is nog log for this day yet</i>	

Most recently approved on 18-06 at 12:34 by
Total: 19h AMEND

- At the end of the week, either **APPROVE** or **AMEND** must be selected.

Attention, the work trainer can see a work placement in the Business Portal until 4 weeks after termination, so all hours must have been submitted and approved before this time!

> Log

Intern **Log**

SAT	There is nog log for this day yet	
SUN	There is nog log for this day yet	
10 JUNE - 16 JUNE / WEEK 24		
MON	9:00-17:00	8H
TUE	10:00-16:00	6H
WED	There is nog log for this day yet	
THU	Work placement	8H
FRI	I have worked on my practical assignments	8H
SAT	There is nog log for this day yet	
SUN	15:00-22:00	7H
Total: 37h		APPROVE AMEND

6. Work placement hours validation - Student validation approved

- If the logbook has been completed correctly, click . **APPROVE**
- If **approved**, a **checkmark** will appear.


> Log

Intern Log

SAT	<i>There is nog log for this day yet</i>	
SUN	<i>There is nog log for this day yet</i>	
10 JUNE - 16 JUNE / WEEK 24		
MON	9:00-17:00	8H ✓
TUE	10:00-16:00	6H ✓
WED	<i>There is nog log for this day yet</i>	
THU	Work placement	8H ✓
FRI	I have worked on my practical assignments	8H ✓
SAT	<i>There is nog log for this day yet</i>	
SUN	15:00-22:00	7H ✓

Most recently approved on 18-06 at 12:42 by dhr. G.J. Ho-Sam-Sooi Total: 37h **AMEND**


7. Work placement hours validation - Student validation correction



- If the logbook has not been completed correctly. **Explain** what (which day) must be corrected. (Required field)
- Then click .

Student receives a message on his Student Portal dashboard with the request to correct the hours.


Amend


Do you wish to amend the hours for week 24 2019? This will reopen the week. Please enter an explanatory comment for the student below.

 Toelichting

8. Log out

- Click below in the menu on the icon  to “**Log out**”.

If a public computer is used, it is important to log out by clicking the icon  at the bottom of the menu and **clicking** Log out

Good luck with Albeda’s work placement module. If you have any questions or remarks, please contact the work placement coordinator of the relevant training.