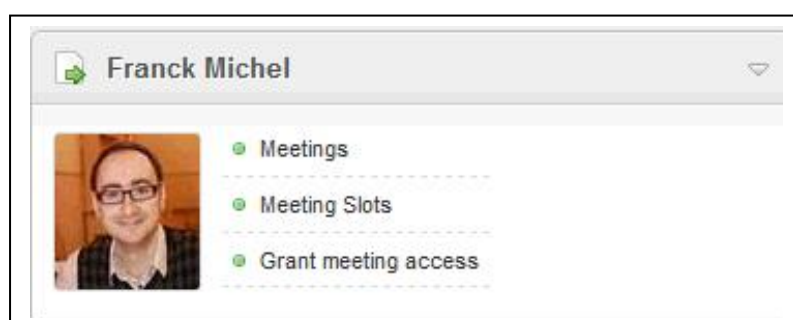


Granting access to meeting records

Throughout your time at University, your personal tutor may change. For example, if your tutor is on research leave you will have a different personal tutor during that time. ePortfolio allows you to grant your new tutor access to previous meetings records.

To grant someone access to a meeting you have attended, click on their image.



This will take you through to the users profile page, and the box on the left hand side will have the option to “Grant meeting access”.

The next page will show the meetings that you can grant access to. Any meetings where the person you are granting access to is already an attendee will not be listed. Add a tick into the box to the left of the meeting details to grant access. Once you have selected the relevant meetings, select “Confirm” to grant the user access.

Meeting access

Information Please check/uncheck the meetings listed below to update access for **Franck Robert Gerald Michel**. Once complete please **Confirm** to finalise changes.
Please note that any meetings **Franck Robert Gerald Michel** is already an attendee of or meetings where another user has granted viewer access are not listed below.

Show 10 entries

Search:
All Meetings

Access (update)	Date - Venue	Info	Status
<input type="checkbox"/>	3:00 p.m. 21 Feb 2014 My Office	Subject: Tutor Meeting slot booking Attendees:	Scheduled (passed) View
<input type="checkbox"/>	2:00 p.m. 15 Oct 2013 sdfsdf	Subject: rgsg slot booking Attendees:	Cancelled View

Showing 1 to 2 of 2 entries
First Previous 1 Next Last

Once this access has been granted, this new person will be added as a viewing non-attendee. They will be able to see the meeting record, including any notes, but they will not be able to edit the meeting or add their own note to this meeting.

Confidentiality

The notes of a tutor meeting are completely confidential. Any notes in a meeting in ePortfolio will only be able to be viewed by attendees of the meeting, unless the student permits someone else to view them. For more information about the confidentiality of meetings, please follow the link below.

<https://portfolio.ncl.ac.uk/help/confidentiality>