Self-Care instructions

The online application Self-Care helps students to apply for self-care days. Following are steps to submit a self-care application.

1. Log in to eMed website and go to the Portfolio tab. URL - https://emed.med.unsw.edu.au/Portfolio.nsf

2. (Optional) Select the course that you want to take the day off for.

3. Click on the Submit button on the left menu.

4. Click on the Submit button for the Self-Care Days row on the right frame.

5. Select the date of self-care day by clicking on the calendar icon.


7. (Read-Only): The Limit reminder provides the limit per course (2 days) and per year (8), as well as how many self-care days you have applied for this course and this year.
8. Click on the Submit button to submit the application or Exit button to cancel the application.

<table>
<thead>
<tr>
<th>Self-Care Days - Phase 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
</tr>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td><strong>Phase</strong></td>
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<tr>
<td><strong>Course Name</strong></td>
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<tr>
<td><strong>Limit Reminder</strong></td>
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</tbody>
</table>

9. Click on Yes to confirm or No/Cancel button to cancel the application.

10. If you have applied within the limit of self-cared days (including this application), then you get the notification about the successful application after a few seconds.
Your Self-Care Day has been successfully submitted.

Student............... Student, Year1 (z1111111)
Year.................... 2
Phase.................... 1
Course name............ MFAC1501 : Foundations
Self-care date.......... 16/07/2021
Submission date........ 08/07/2021 10:16:34 AM
Receipt number......... JKSDYC3

Note: These details have been emailed to you. Please consider the environment before you print.

Otherwise, you will get a warning about the over limit application. You need to contact the course or phase convenor for this. Please provide the receipt number in your email related to this application.

Your Self-Care Day has been successfully submitted. However, it exceeds the limit for this year.

IMPORTANT: Please contact the course or phase convenor.

Student............... Student, Year2 (z11111112)
Year.................... 2
Phase.................... 1
Course name............ MFAC1522 : Beginnings, Growth & Development B
Self-care date.......... 09/07/2021
Submission date........ 08/07/2021 10:15:30 AM
Receipt number......... JHDTWJK

Note: These details have been emailed to you. Please consider the environment before you print.

11. (Optional): You can track your self-cared days by clicking on My Submission -> By Date or By Type or By Course. By clicking on the dates (highlighted in the screenshot), you can open the applications that you have submit.
12. (Optional): If you want to withdraw a submit self-care application, then you can open it by clicking on the date link above, then click on the Withdraw Submission button.