

Clinical Learning Australia

Quick Reference Guide

Clinical **LEARNING** Australia



The ePortfolio for **prevocational doctors**

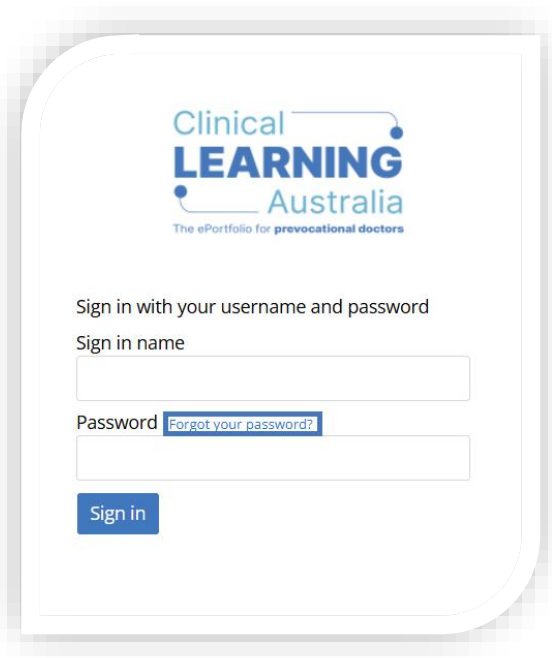
HOW TO RESET YOUR PASSWORD

Follow the steps below to reset your password for your Clinical Learning Australia account.

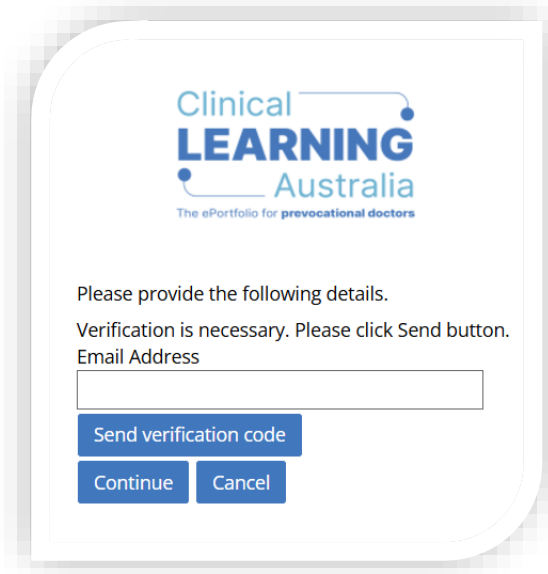
- 1.) Go to the CLA website – <https://cla.epads.mkmapps.com>
- 2.) Select 'Sign In'



- 3.) Select 'forgotten password'



4.) Enter your email address and select 'send verification code'



The screenshot shows a white rounded rectangle with a blue header containing the 'Clinical Learning Australia' logo and the tagline 'The ePortfolio for prevocational doctors'. Below the logo, the text reads: 'Please provide the following details. Verification is necessary. Please click Send button. Email Address'. There is a text input field for the email address, followed by three buttons: 'Send verification code', 'Continue', and 'Cancel'.

NOTE. After the code has been sent, don't exit the screen. The verification code box will appear momentarily after the verification code has been requested.

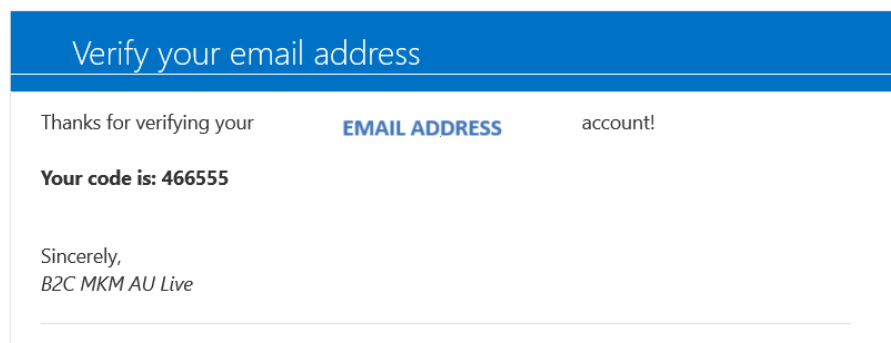
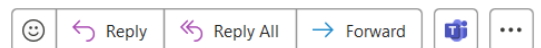
5.) You will receive an email with a code in to enter below (see email example below)

NOTE. Where 'EMAIL ADDRESS' is noted in the example below, this will be your email address associated with your account.

B2C MKM AU Live account email verification code



Microsoft on behalf of B2C MKM AU Live <msonlineservicest
To



6.) After entering the code, select 'verify code'.

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Please provide the following details.
Verification code has been sent to your inbox.
Please copy it to the input box below.

Email Address

Verification code

Verify code Send new code
Continue Cancel

NOTE. After selecting 'verify code' don't interact with the page.

7.) You will then see a message appear 'E-mail address verified. You can now continue'. When you see this message select 'continue'.

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Please provide the following details.

E-mail address verified. You can now continue.

Email Address

Change e-mail
Continue Cancel

8.) You will then be redirected to enter a new password. You will need to reenter your new password a second time and then select 'Continue'.



The image shows a white dialog box with rounded corners and a subtle drop shadow. At the top center is the logo for 'Clinical LEARNING Australia', with 'Clinical' in blue, 'LEARNING' in a larger, bold blue font, and 'Australia' in a smaller blue font below it. Underneath the logo is the tagline 'The ePortfolio for prevocational doctors'. Below the logo, the text 'Please provide the following details.' is displayed. This is followed by two labels: 'New Password' and 'Confirm New Password', each with a corresponding empty text input field. At the bottom of the dialog box, there are two blue buttons: 'Continue' on the left and 'Cancel' on the right.