

Eduarte BPV – Business Portal

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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 ...

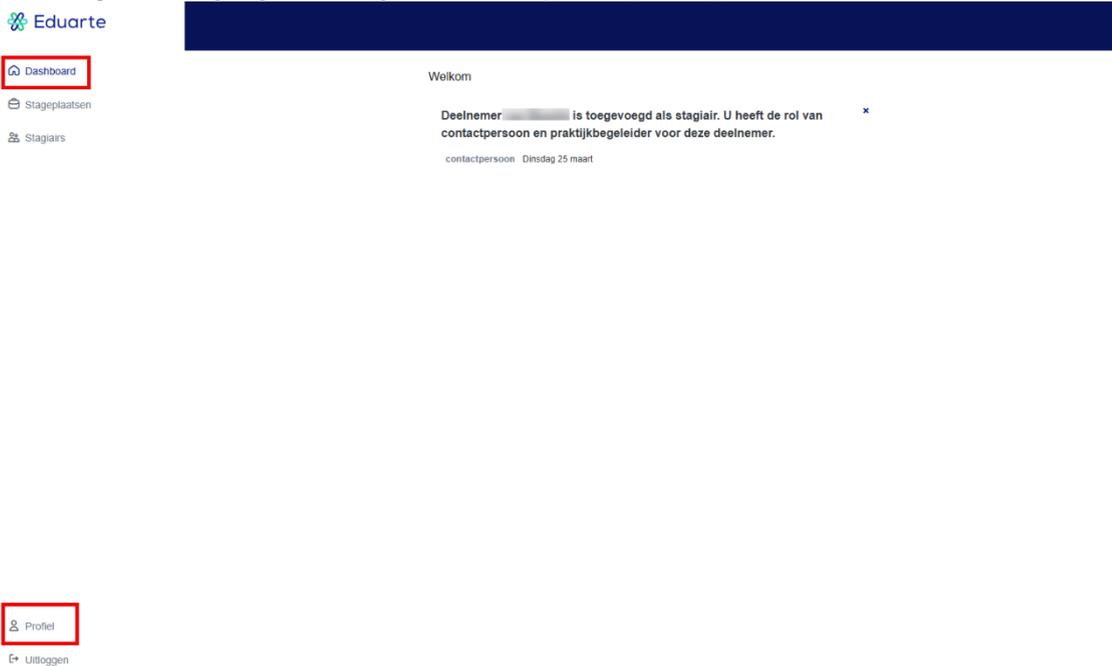
An account in Bedrijvenportaal has been created for you, or the details of your account have been changed. The details are:

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

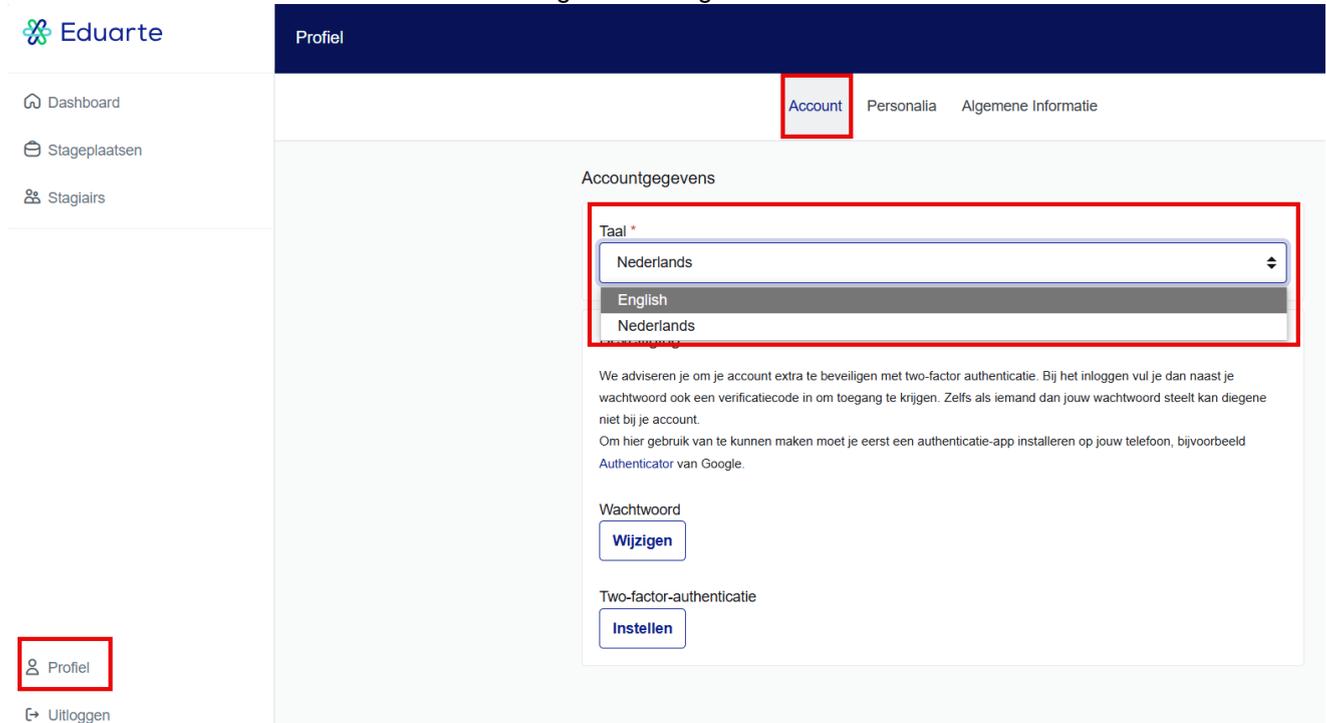
- Go to the Albeda (Eduarte) Business Portal: <https://albeda-bedrijf.educus.nl>
Attention!! When using a tablet, the pages may be displayed differently.
- Enter the **username** and the **password from the confirmation email, you have received**
When you log in for the first time, you will be requested to change your password immediately.



- You will be directed to **Eduarte Business Portal**, which opens on the **dashboard** screen by default
- To change the language into English, click on **profiel** (Profile)



- Click on **account** and go to **taal** (language).
- Click on the field with “Nederlands” and change it into English.



Profiel

Account Personalia Algemene Informatie

Accountgegevens

Taal *

Nederlands

English

Nederlands

We adviseren je om je account extra te beveiligen met two-factor authenticatie. Bij het inloggen vul je dan naast je wachtwoord ook een verificatiecode in om toegang te krijgen. Zelfs als iemand dan jouw wachtwoord steelt kan diegene niet bij je account.

Om hier gebruik van te kunnen maken moet je eerst een authenticatie-app installeren op jouw telefoon, bijvoorbeeld Authenticator van Google.

Wachtwoord

Wijzigen

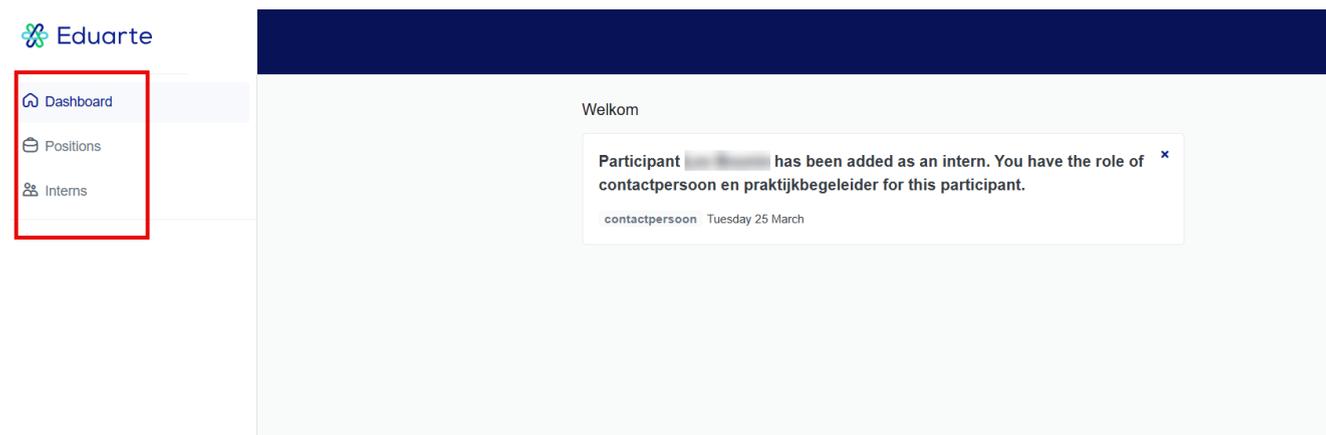
Two-factor-authenticatie

Instellen

Profiel

Uitloggen

On the left side you will see the side menu, with **dashboard**, **positions** and **interns**. The **positions** option currently has no function.



Eduarte

Dashboard

Positions

Interns

Welkom

Participant [redacted] has been added as an intern. You have the role of contactpersoon en praktijkbegeleider for this participant. ✕

contactpersoon Tuesday 25 March

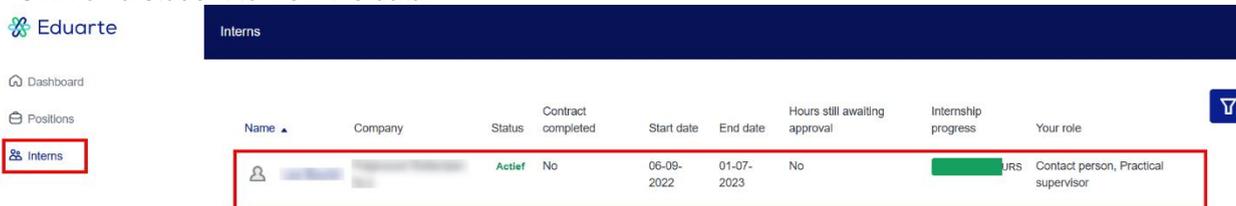
2. View interns

- Click **interns** in the side menu. At the top you will find a menu with information tabs about the internship, like **company, status and your role**.



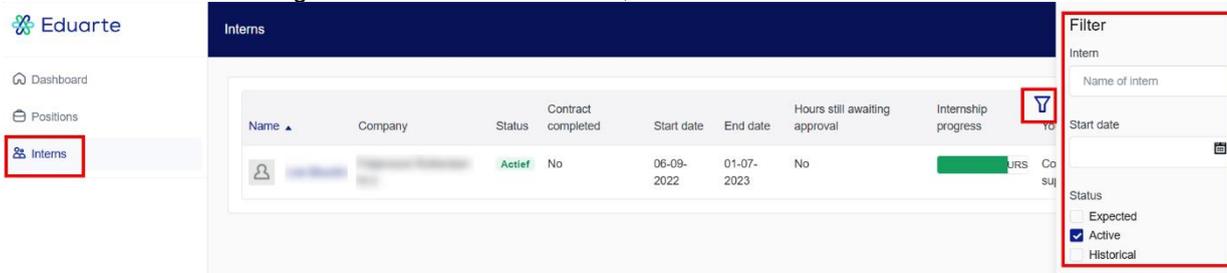
Name	Company	Status	Contract completed	Start date	End date	Hours still awaiting approval	Internship progress	Your role
[Redacted]	[Redacted]	Actief	No	06-09-2022	01-07-2023	No	[Progress bar]	Contact person, Practical supervisor

- The intern(s), to whom you have been assigned to as workplace trainer, are displayed here.
- Click on a student to view the data.



Name	Company	Status	Contract completed	Start date	End date	Hours still awaiting approval	Internship progress	Your role
[Redacted]	[Redacted]	Actief	No	06-09-2022	01-07-2023	No	[Progress bar]	Contact person, Practical supervisor

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

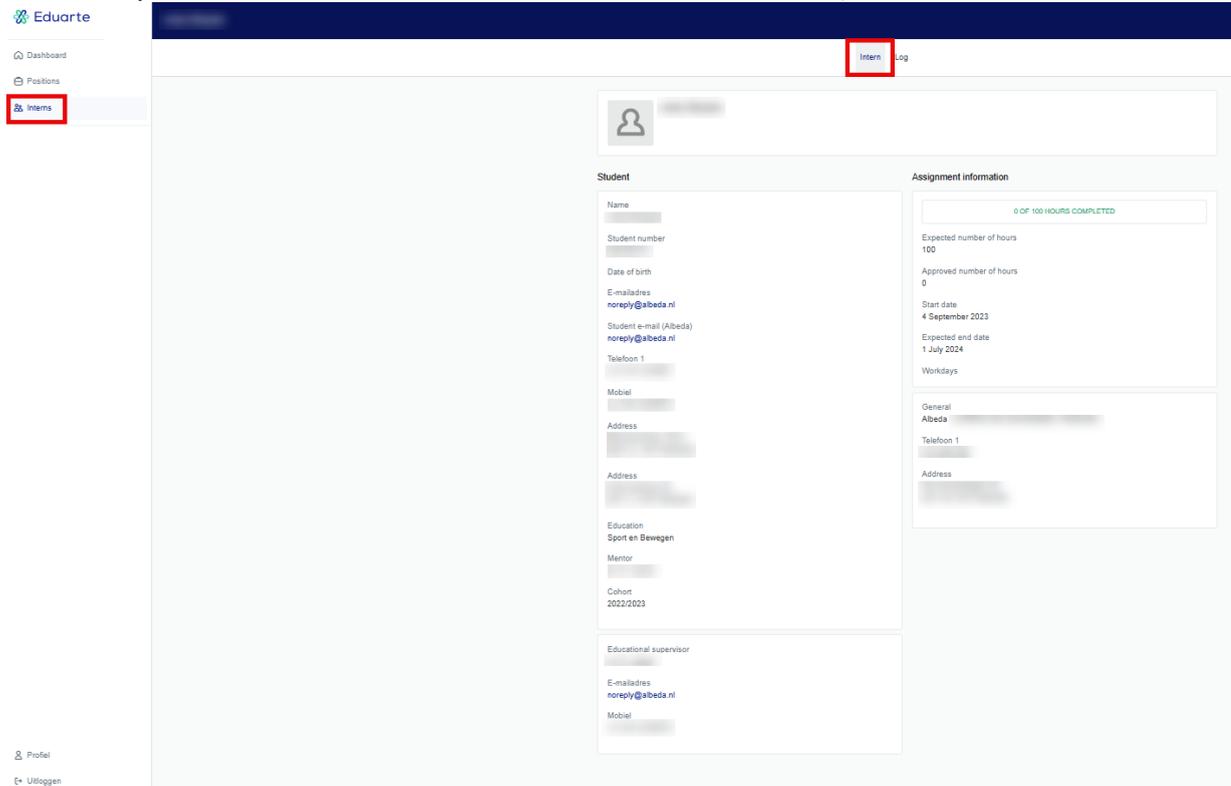


Name	Company	Status	Contract completed	Start date	End date	Hours still awaiting approval	Internship progress	Your role
[Redacted]	[Redacted]	Actief	No	06-09-2022	01-07-2023	No	[Progress bar]	Co su

- At the top you will see the menu with the information tabs **intern** and **log**.



- At **intern** you will find information about the student, the students internship and the course the student follows.



The screenshot shows the 'Intern' page in the Eduarte system. The left sidebar has 'Interns' highlighted. The main content area is divided into two columns: 'Student' and 'Assignment information'.

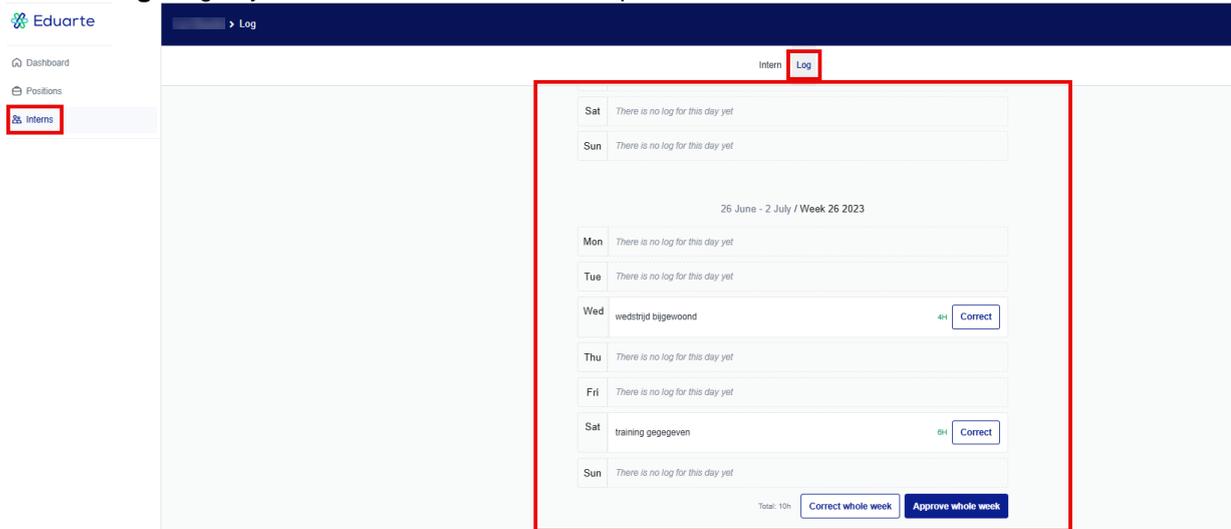
Student Information:

- Name: [Redacted]
- Student number: [Redacted]
- Date of birth: [Redacted]
- E-mailadres: noreply@albeda.nl
- Student e-mail (Albeda): noreply@albeda.nl
- Telefoon 1: [Redacted]
- Mobiel: [Redacted]
- Address: [Redacted]
- Education: Sport en Beweging
- Mentor: [Redacted]
- Cohort: 2022/2023
- Educational supervisor: [Redacted]
- E-mailadres: noreply@albeda.nl
- Mobiel: [Redacted]

Assignment information:

- 0 OF 100 HOURS COMPLETED
- Expected number of hours: 100
- Approved number of hours: 0
- Start date: 4 September 2023
- Expected end date: 1 July 2024
- Workdays: [Redacted]
- General: Albeda
- Telefoon 1: [Redacted]
- Address: [Redacted]

- The tab **log** will give you information about the internship hours the student has submitted.



The screenshot shows the 'Log' page in the Eduarte system. The left sidebar has 'Interns' highlighted. The main content area shows a weekly log for the week of 25 June - 2 July / Week 26 2023.

Day	Hours	Description	Action
Sat	0h	There is no log for this day yet	
Sun	0h	There is no log for this day yet	
25 June - 2 July / Week 26 2023			
Mon	0h	There is no log for this day yet	
Tue	0h	There is no log for this day yet	
Wed	4h	wedstrijd bijgewoond	Correct
Thu	0h	There is no log for this day yet	
Fri	0h	There is no log for this day yet	
Sat	6h	training gegeven	Correct
Sun	0h	There is no log for this day yet	

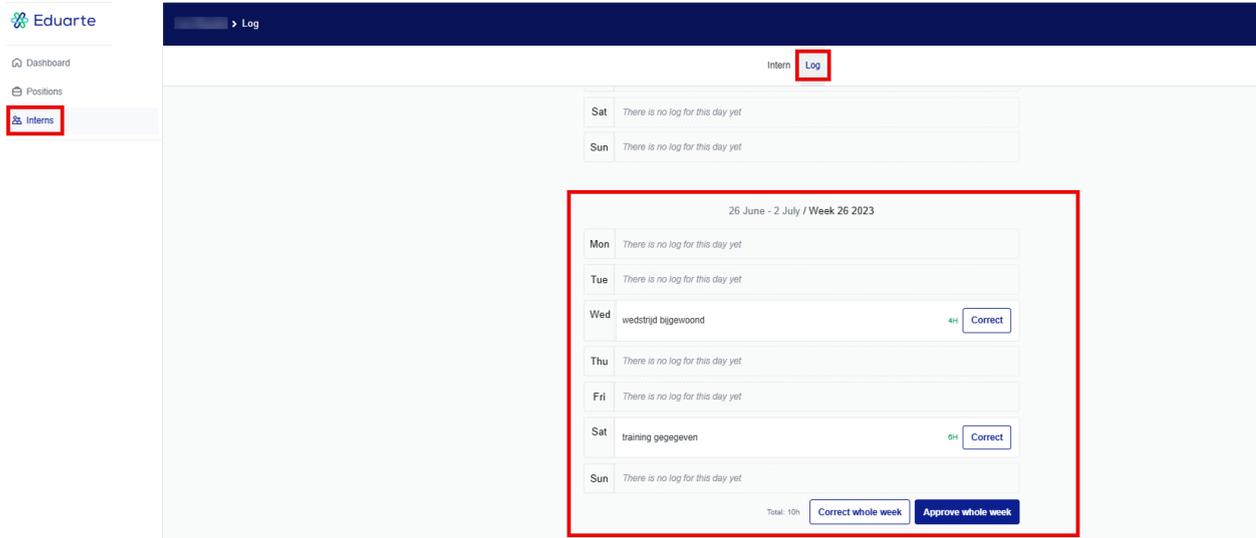
Total: 10h

Buttons: Correct whole week, Approve whole week

3. Internship (BPV) hours approved and corrections

At the tab **log** you can approve or correct the internship hours of the student. The student is required to fill and submit their internship hours on their student portal. Along with a brief description of what they did on that internship day. It has been agreed that only "Attendance" should be recorded by the student in the logbook. It is recommended that the student submits their hours on a weekly basis.

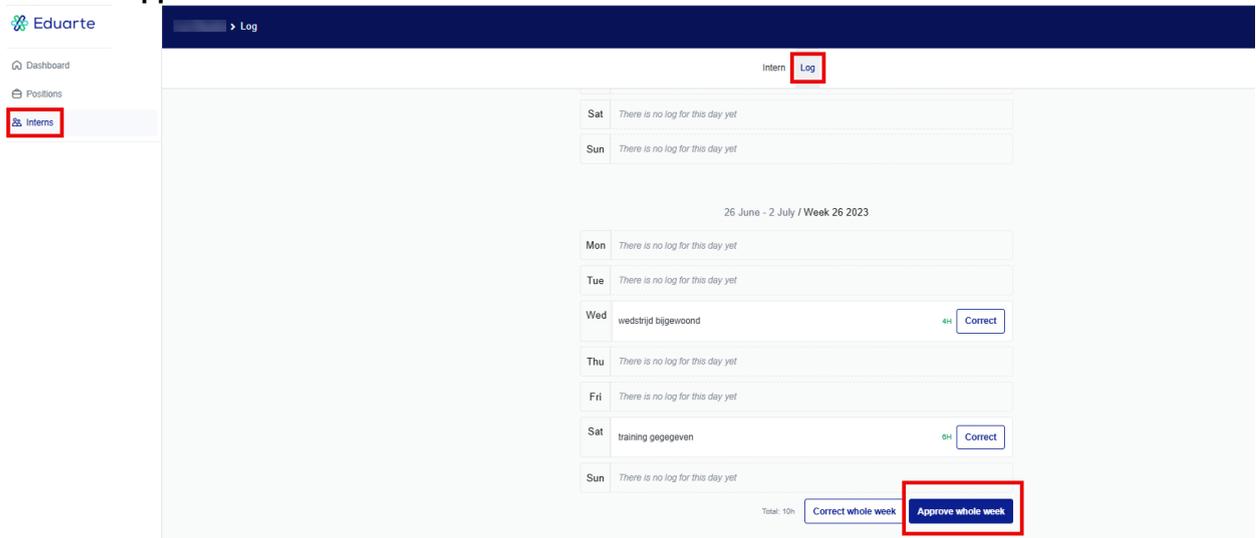
- Click on **log**. The logbook with the submitted hours and description of the student's internship day is now visible.
- Check the submitted hours.
- If a student has submitted hours for a current week (one or more days) and the week is not over yet, you cannot approve the hours, but you can request corrections. You approve the internship hours at the end of the week.



Intern **Log**

Sat	There is no log for this day yet	
Sun	There is no log for this day yet	
26 June - 2 July / Week 26 2023		
Mon	There is no log for this day yet	
Tue	There is no log for this day yet	
Wed	wedstrijd bijgewoond	4h Correct
Thu	There is no log for this day yet	
Fri	There is no log for this day yet	
Sat	training gegeven	6h Correct
Sun	There is no log for this day yet	
Total: 10h		Correct whole week Approve whole week

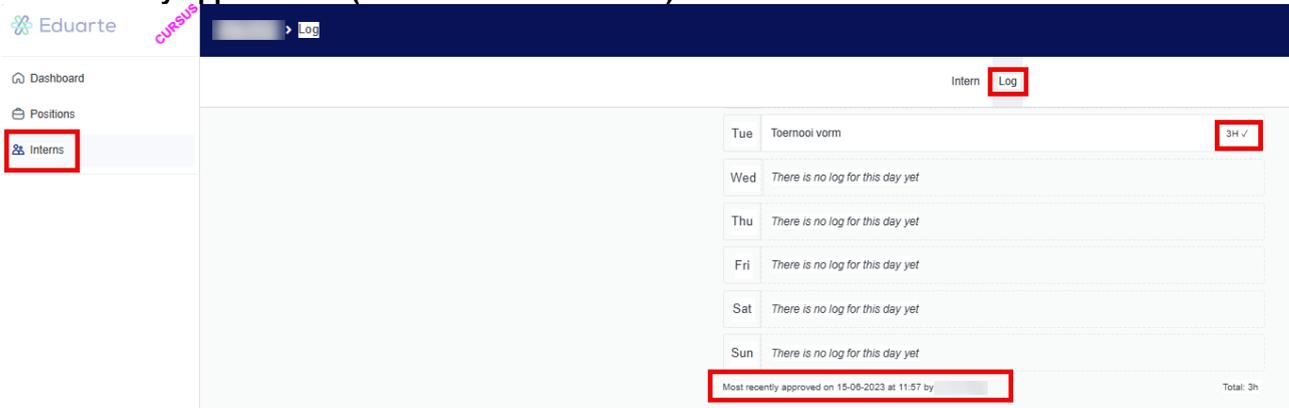
- Click on **approve whole week** if the submitted hours are correct.



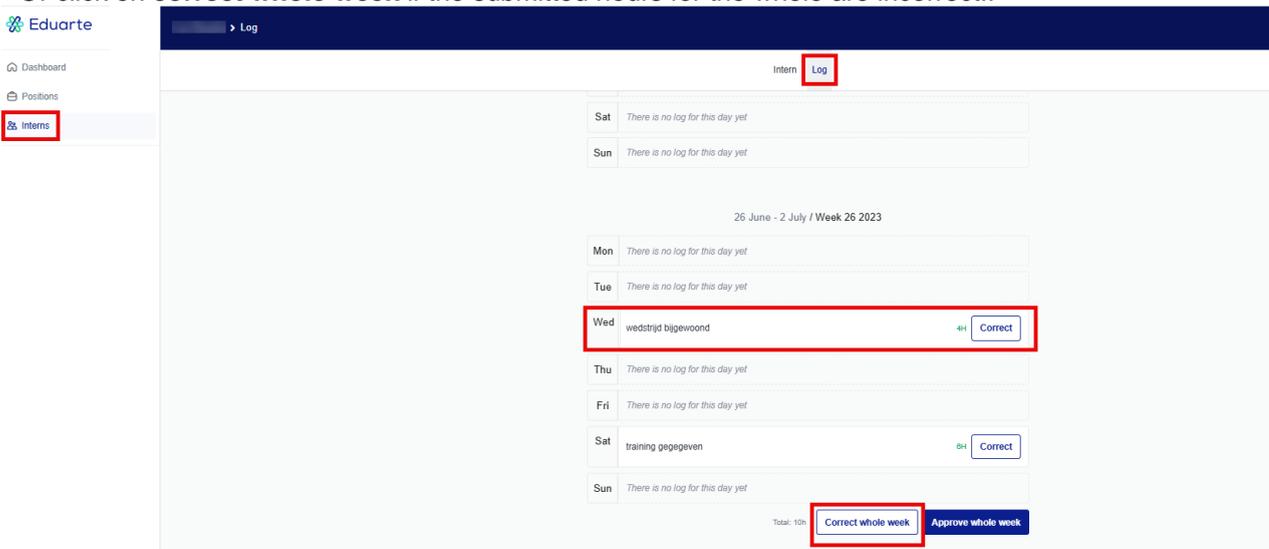
Intern **Log**

Sat	There is no log for this day yet	
Sun	There is no log for this day yet	
26 June - 2 July / Week 26 2023		
Mon	There is no log for this day yet	
Tue	There is no log for this day yet	
Wed	wedstrijd bijgewoond	4h Correct
Thu	There is no log for this day yet	
Fri	There is no log for this day yet	
Sat	training gegeven	6h Correct
Sun	There is no log for this day yet	
Total: 10h		Correct whole week Approve whole week

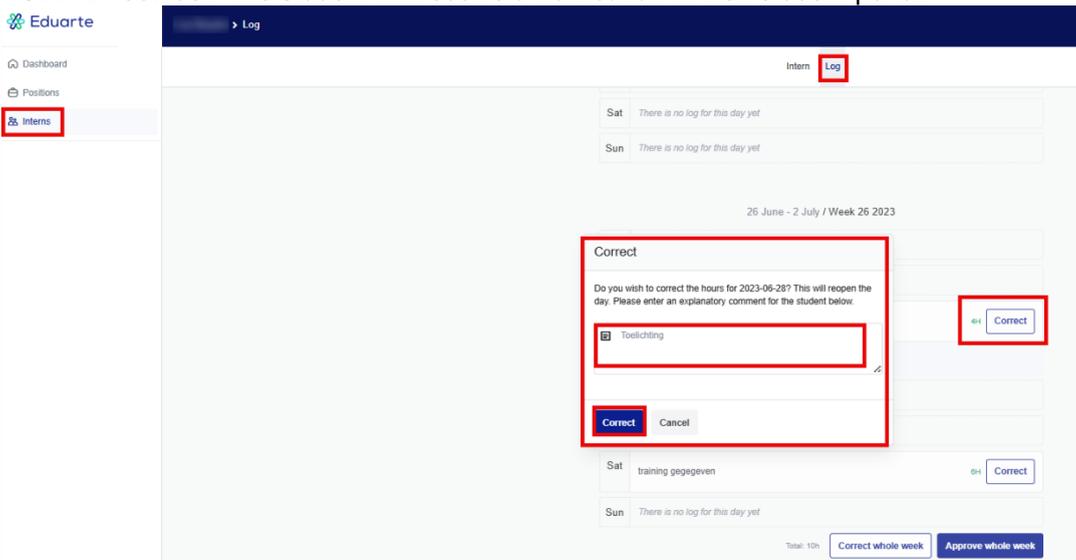
A **checkmark** appears next to the approved internship hours. At the bottom of the week, the comment appears: **most recently approved on (date and time and name)**.



- Click on **correct** for a specific day if the submitted hours for that day are incorrect.
- Or click on **correct whole week** if the submitted hours for the whole are incorrect..



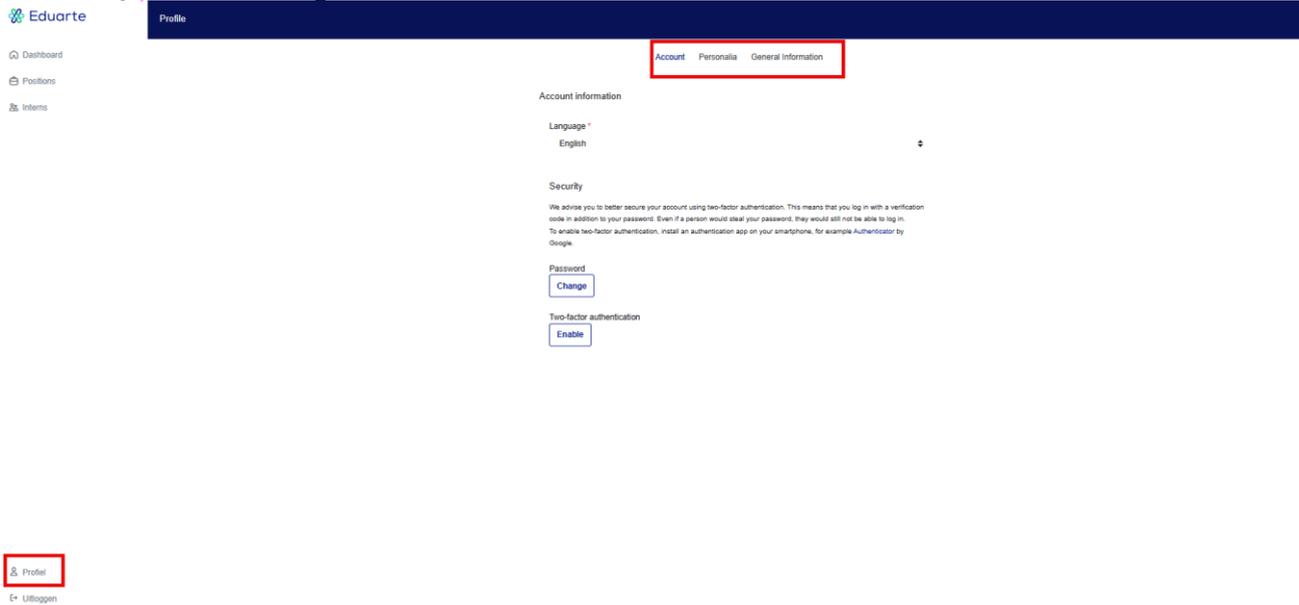
- Fill in the explanation of what needs to be corrected.
- Click on **correct**. The student will receive a notification in their student portal.



Please note that you will see an Internship in the Business portal up to 4 weeks after termination of the internship. All hours must be submitted and approved before that time.

4. Profiel

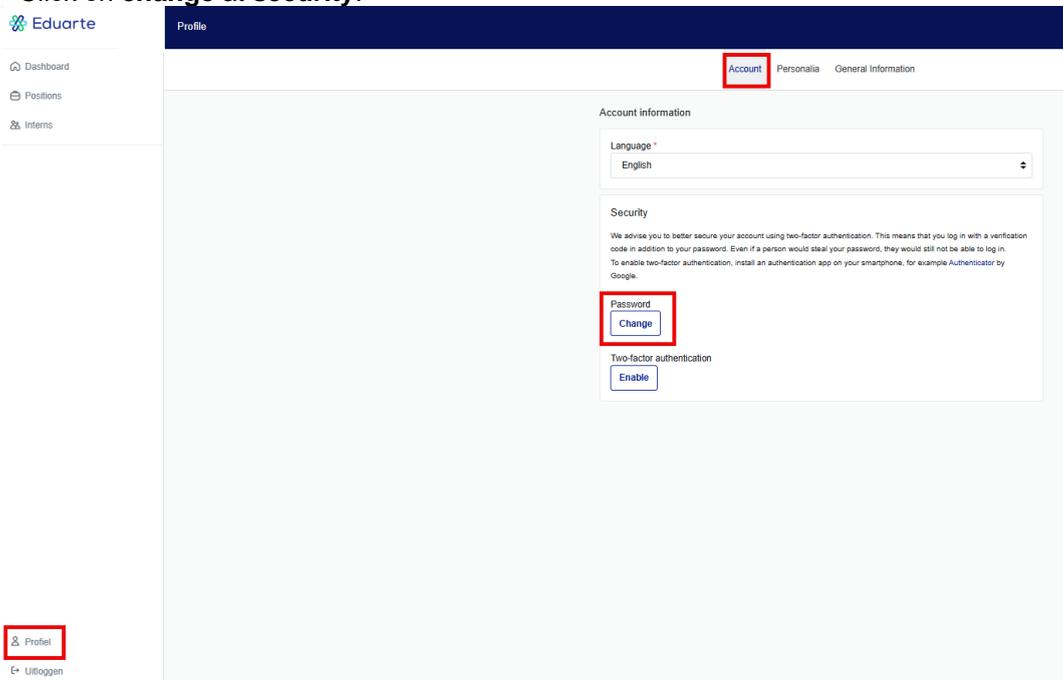
In the profile, you will find information about your account and yourself. At the top, you will see different tabs: **account, personalia and general information.**



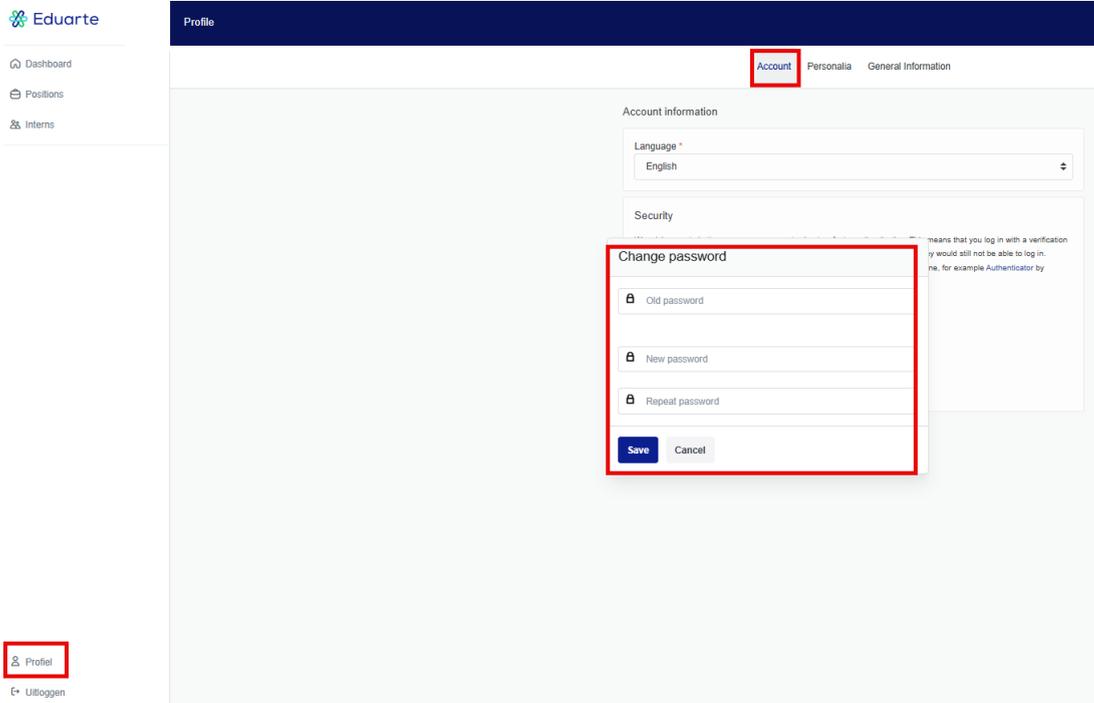
Account: here you can change the language, update your password, and set up two-factor authentication.

Change password:

- Click on **change** at **security**.



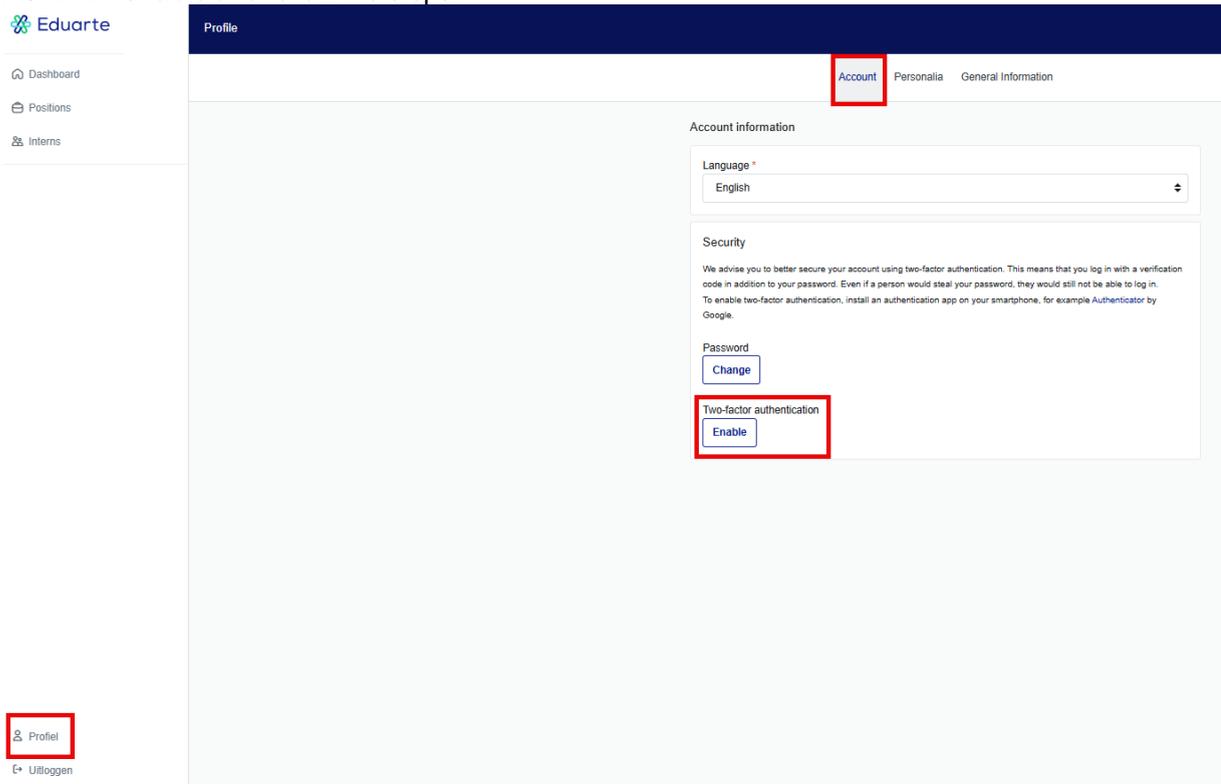
- Enter your old password.
- Enter your new password.
- Repeat your new password.
- Click on **save**.



The screenshot shows the Eduarte profile page. The 'Account' tab is selected and highlighted with a red box. The 'Change password' form is also highlighted with a red box. It contains three password input fields: 'Old password', 'New password', and 'Repeat password'. Below the fields are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box. The 'Profiel' link in the left sidebar is also highlighted with a red box.

Setting up Two-factor authentication:

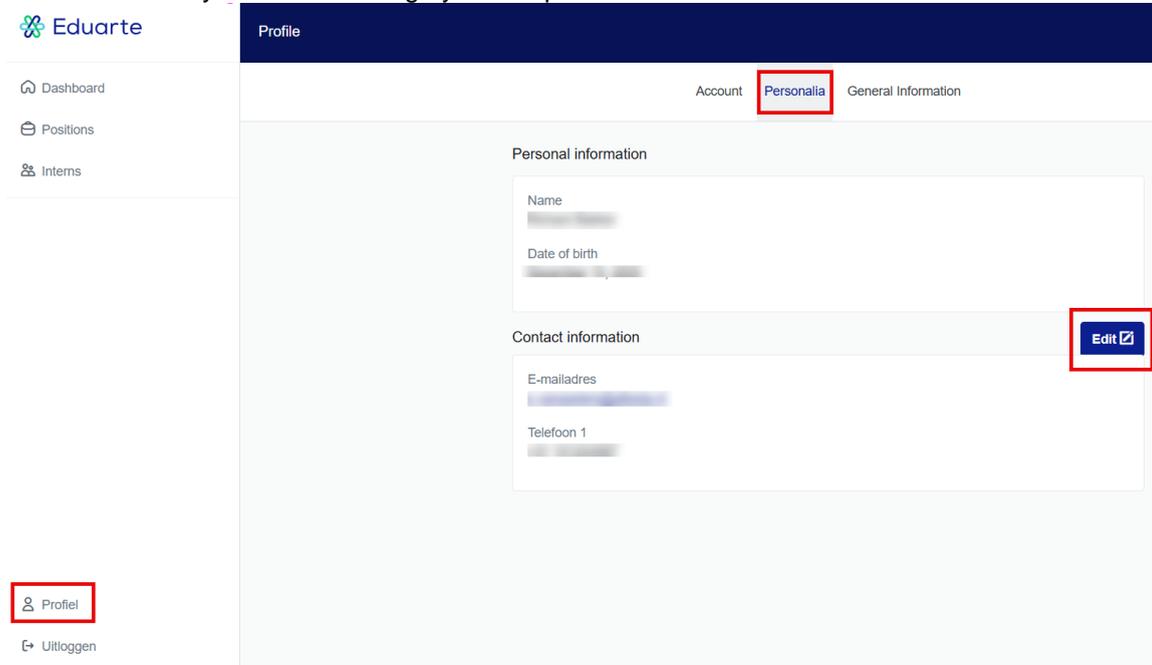
- Click on **enable** and follow the steps.



The screenshot shows the Eduarte profile page. The 'Account' tab is selected and highlighted with a red box. The 'Two-factor authentication' section is highlighted with a red box, showing an 'Enable' button. The 'Profiel' link in the left sidebar is also highlighted with a red box.

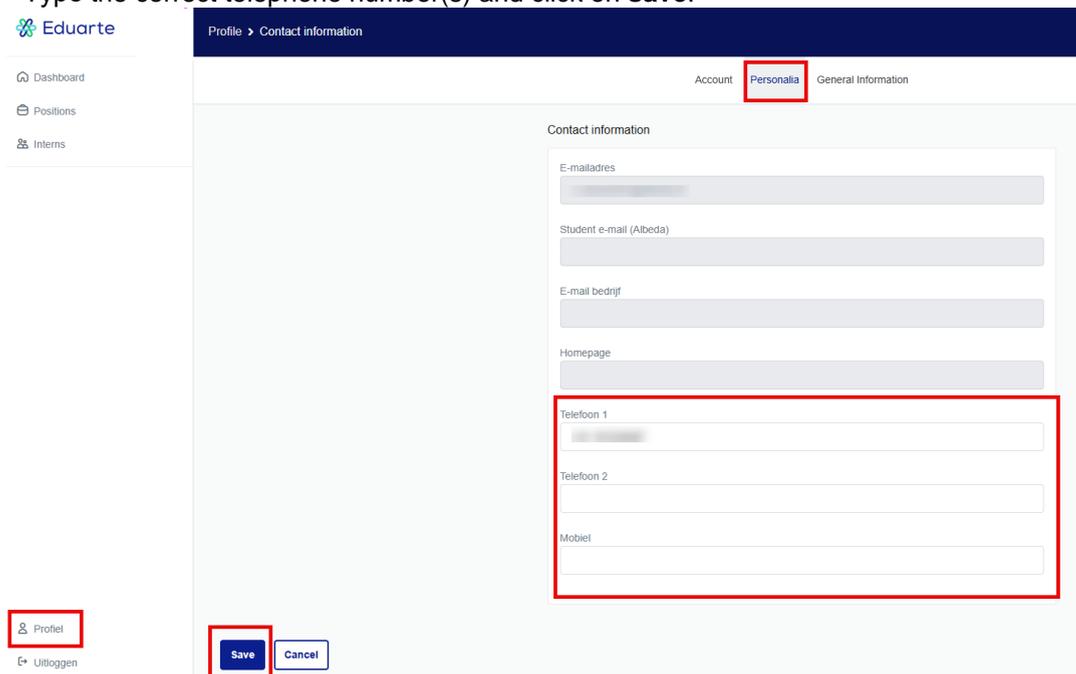
Personalia: here you can check your personal information. You are only able to change your telephone number here.

- Click on **edit** if you want to change your telephone number.



The screenshot shows the Eduarte profile page. The top navigation bar includes 'Account', 'Personalalia' (highlighted with a red box), and 'General Information'. The left sidebar contains 'Dashboard', 'Positions', 'Interns', 'Profiel' (highlighted with a red box), and 'Uitloggen'. The main content area is titled 'Profile' and contains two sections: 'Personal information' with fields for 'Name' and 'Date of birth', and 'Contact information' with fields for 'E-mailadres' and 'Telefoon 1'. A blue 'Edit' button with a checkmark icon is located to the right of the 'Contact information' section and is highlighted with a red box.

- Type the correct telephone number(s) and click on **save**.



The screenshot shows the 'Contact information' form in the Eduarte profile. The top navigation bar includes 'Account', 'Personalalia' (highlighted with a red box), and 'General Information'. The left sidebar contains 'Dashboard', 'Positions', 'Interns', 'Profiel' (highlighted with a red box), and 'Uitloggen'. The form fields include 'E-mailadres', 'Student e-mail (Albeda)', 'E-mail bedrijf', 'Homepage', 'Telefoon 1', 'Telefoon 2', and 'Mobiel'. The 'Telefoon 1' field is highlighted with a red box. At the bottom left of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

General information: This contains a Disclaimer.

5. Log out

When using a public computer, it is important to log out. You can do this by clicking on **uitloggen** at the bottom left.

 Profiel

 Uitloggen

Good luck with the BPV module from Albeda. If you have any questions or comments, you can contact the BPV coordinator of the relevant course. [Information about practical trainings for companies | Albeda](#)