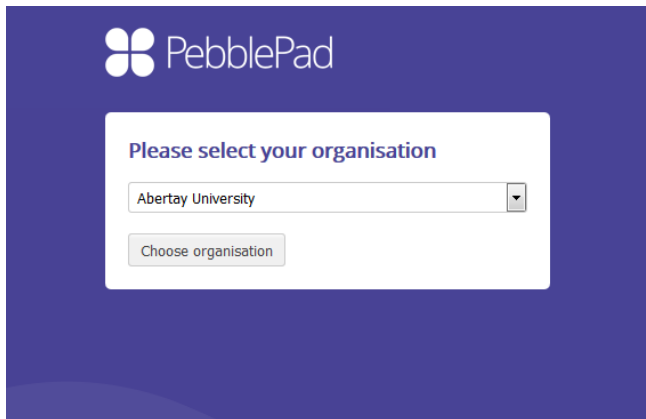
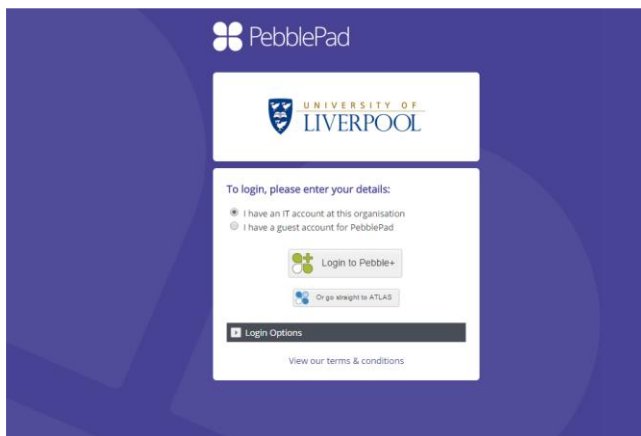


How to access and check the contents of your e-portfolio in the 'Flourish' system

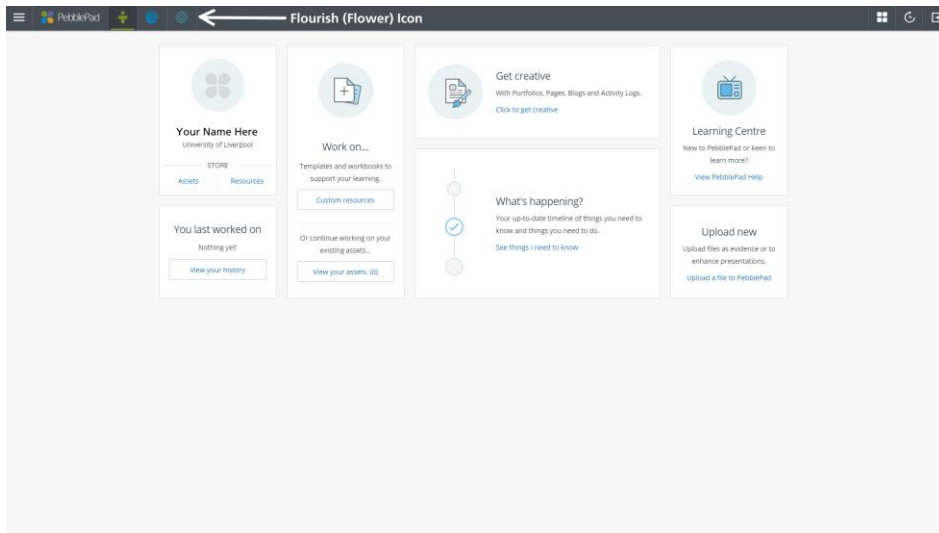
1. Click on the My Liverpool e-portfolio hyperlink [My Liverpool e-portfolio](#). You will be directed to a page that looks like the image below:



2. Choose 'University of Liverpool' from the drop down box. You will then see the page below:

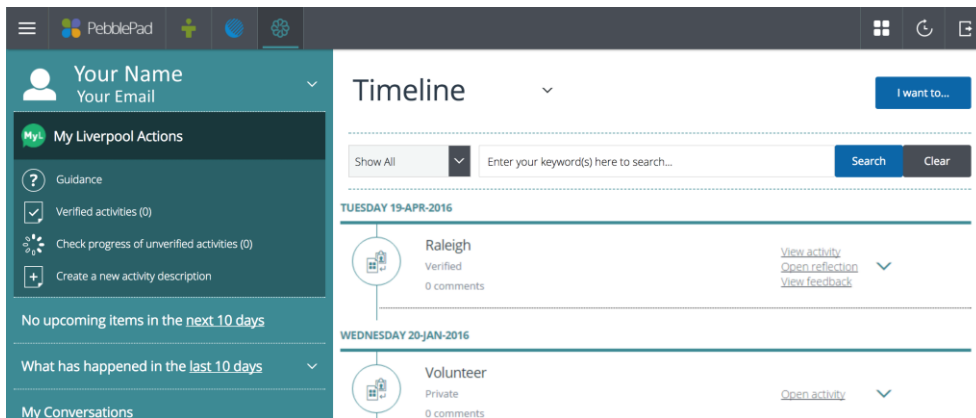


3. Make sure the option stating 'I have an IT account at this organisation' is selected before clicking the 'Login to Pebble+' button.
4. Enter your usual MWS username and password (the one you log on Student Digital with).
5. You may then arrive at a 'Welcome to Pebble Pad' page if it is your first visit which you can close.
6. You will then land on the homepage for Pebble. To access your My Liverpool e-portfolio click on the Flourish (Flower) Icon as shown below:

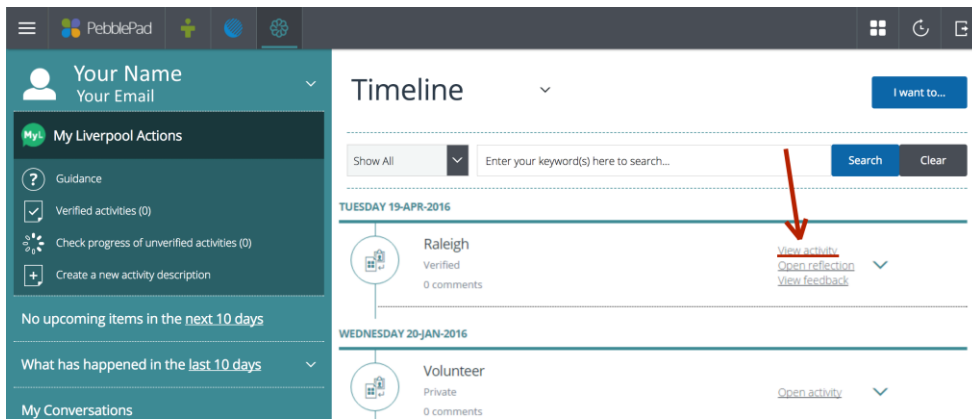


N.B If you **do not** have a **Flourish (Flower) Icon** then this means that your e-Portfolio is **empty**. Only certain activities are eligible for the HEAR so many students will have no activities here.

- You will be taken to a screen which looks something like the one below. Under your timeline should be the titles of any **verified** co- or extra- curricular activities that you have taken part and **that have been entered into the system**.



- Click 'View activity' to see the details and check that this is a role/activity which you have undertaken.



(Please note- The activity descriptions have been carefully worded to illustrate the main elements of the role/activity; it is not possible to alter the description of the activity as we are limited to the amount of text that can appear on the Higher Education Achievement Report (HEAR)).

If the activities listed on your timeline are all correct, you don't need to take any further action at this point in time.

If however, there is an activity on your timeline that you do not recognise, or you think there is an activity missing, or you spot some other error, then please follow this [FAQ](#) which should answer them or direct you to the appropriate contact who will help.