



## Logging into your Children's University ePassport

Go to: <https://epassport.explc.com>

Your username is [firstname.surname@cu.com](mailto:firstname.surname@cu.com) eg. Jack.towell@cu.com

The password is generally – first name – i.e. Jack=1 Click 'Login'

Go to the **'My Profile'** to:

- Edit your Avatar to look like you.
- Change your personal details

Go to **'Activities'** to see what activities are available in your school, your area or nationally. If you belong to a club or take part in an activity that isn't listed, please contact me ([rosemary.hall@westherts.ac.uk](mailto:rosemary.hall@westherts.ac.uk)) and we will arrange for them to become a Learning Destination. This can take a little bit of time, depending on how quickly we get a response.

Go to the **'Passport'** tab to add an activity to your passport,

- Click on the 'Add an activity' tab
- Choose which area or region the activity took place in, ie. your school, my area or another part of the country
- Where did the activity take place? Select your school or the Learning Destination
- Which activity was it? Select the activity
- Click on the date you did the activity
- Add how long you did the activity, in hours and minutes
- How would you rate the activity?
- Save

The **'Home'** page gives a summary of the hours you have completed, recent activity within your school and information on new Learning Destinations and other exciting activities in your area.

If you have any queries, please email [rosemary.hall@westherts.ac.uk](mailto:rosemary.hall@westherts.ac.uk) or call 01923 812534