

PEER REVIEW PORTAL

How to create your professional profile



How do I register and login to the PRP Quality Platform?

What is a PRP Professional Profile?

How do I create my PRP Professional Profile?


What evidence should I upload to my PRP Profile Profile?

How do I get paid as a reviewer?

How do I register & login to the PRP Quality Platform ?

Question 1: How do I log into the PRP Quality Platform as a new user?


- 1) Go to the **PRP Quality Platform website** (peerreviewportal.com) and click '**Join Now**' or **Login**'
- B** 2) Click on '**Create Account**'. You need to create an account using your email to participate on the PRP Quality Platform. Once you receive an email invitation to participate, click on '**Back to login**'.




B

C


Access your account



Facebook



Continue with Google



Microsoft

or continue with your email

Email

Login

Need a Peer Review account? [Create account](#)

Need help? [Visit Help Desk](#)

Question 2: How do I access the PRP once I have created an account?

You can access your PRP account in a number of ways:

- C** 1) If you registered using your Institutions Microsoft or Google account, its 2FA Policy will govern the need for further Authentication.
- D** 2) You can also use your email to log into the PRP Quality Platform.
We will send you a one-time login code to your email.

D

or continue with your email

We've sent a one-time login code to your e-mail.
Please enter below.

Code

Confirm code

What is a PRP Quality Professional Profile?

Your PRP Professional Profile is your personal homepage outlining your administrative, professional and/or academic evidence, achievements & associations.

Using your customisable PRP Community URL, your completed profile can be linked to from your email signature in order to provide a rapid reference point.

The more information you can enter into your profile, the more useful it will be.

My public profile URL

https://prp.community/

sarabooth

Copy

SB

Dr Sara Booth

Director, Academic, Peer Review Portal

Seeing something wrong with this profile? [REPORT](#)

Affiliations

PRP

Peer Review Portal

Fields of expertise

EDUCATION

Teacher Education

Documentary Evidence

[Academic Portfolio](#)

Specialist Knowledge

Academic Quality Assurance

Course/Program/Qualification Design

Application of qualification/accreditation frameworks

Academic Governance

Profiles

Institutional profiles

[Academic Director, Peer Review Portal](#)

Research profiles

[UTAS Individual Researchers Report](#)

Social profiles

[LinkedIn](#)

Professional profiles

[Quality Assurance Council Auditor, Hong Kong](#)

Projects timeline

PRP

IHM ANMAC Questionnaire
Accreditation Support
Mar 2024

PRP

University of the Highlands and Islands
Accreditation Support
Mar 2024

PRP

USC Peer Review of Assessment
Assessment Moderation (Assessment inputs/outputs)
Feb 2024

PRP

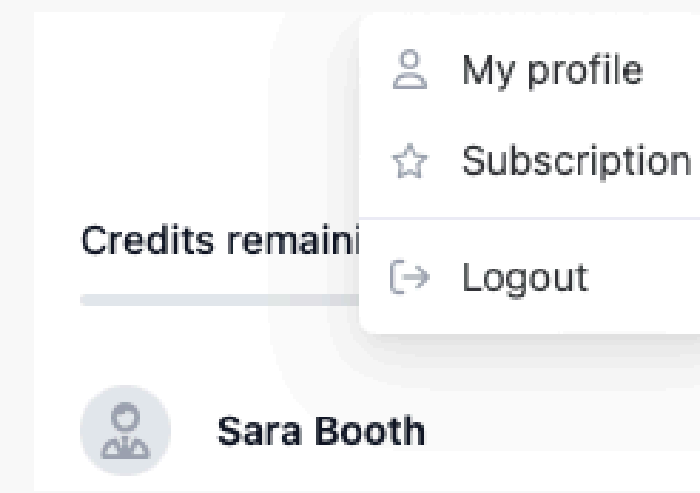
UniSC Law and Ethics
Course / Unit Review
Feb 2024

PRP

Graduate Certificate of Nursing (GCN) and Graduate Diploma of Nursing (GDA): Master of Nursing Program
Program Review
Jan 2024

How do I create My PRP Quality Professional Profile?

Once logged in, click your name at the Bottom Left of the screen and select My Profile.



Things to note.

Selecting your User Type will profile a more tailored profile creation experience.

Senior academic roles require validation, including evidence and title awarding institution. Evidence should be a link to your Title Awarding profile.

Your Public Profile URL is customisable. We generally recommend using your first and last name, without spaces. i.e <https://prp.community/saraboath>

Toggle public profile sections: You can make public/private certain sections of your user profile:

Secondary email: Add your other email addresses

Sectors: Add your sector-HE/Vocational etc

Public profiles: Add your profiles such as LinkedIn

Specialist knowledge: Add examples of your specialist knowledge

Documentary evidence: Add your **academic portfolio** to support your profile

Field of expertise: Add your FOE eg. nursing, education etc.

REMEMBER TO HIT SAVE

A screenshot of the PRP Quality Professional Profile creation form. The form is divided into two main sections: 'Profile' on the left and 'My details' on the right. The 'Profile' section has a sidebar with links: 'Secondary emails', 'Sectors', 'Public profiles', 'Specialist knowledge', 'Documentary evidence', 'Fields of expertise', 'Getting paid', and 'My subscription'. The 'My details' section contains several input fields: 'User type' with tabs for 'Administrative', 'Academic', and 'Management' (selected); 'Title' with a dropdown menu showing 'Dr'; 'First name' and 'Last name' text boxes with 'Sara' and 'Booth' respectively; 'Email' text box with 'sara.booth@peerreviewportal.com' and a 'Change' link; 'Position' text box with 'Director, Academic, Peer Review Portal'; 'Phone' text box with '+610474301991'; and 'Country' dropdown menu with 'Australia'. At the bottom, there's a 'My public profile URL' section showing 'https://prp.community/saraboath' with a 'Copy' button. Below that, there's a 'Toggle public profile sections' section with five toggle switches: 'Sectors', 'Public profiles', 'Specialist knowledge', 'Documentary evidence', and 'Field of expertise', all of which are currently turned on.

What evidence should I upload to my PRP Quality Professional Profile?

Public profiles

- Institutional profile
- Research profiles (ORCHID, Research Gate, Other)
- Professional profiles (Professional body)
- Social profiles (Facebook, Twitter, Instagram, Youtube, Sina Weibo, Xing, LinkedIn, Other)
- Your profile automatically records your review projects as evidence of your quality assurance reviews and assessments

Institutional profiles	Add
Academic Director, Peer Review Portal https://peerreviewportal.com/about-us/our-team/	⋮
Research profiles	Add
UTAS Individual Researchers Report https://rmdb.research.utas.edu.au/public/rmdb/q/indiv_detail_warp_trans/1...	⋮
Professional profiles	Add
Quality Assurance Council Auditor, Hong Kong https://www.ugc.edu.hk/eng/qac/quality/auditors.html	⋮
Social profiles	Add
LinkedIn https://www.linkedin.com/in/sara-booth-1a21277?lipi=urn%3Ali%3Apage%...	⋮

Institutions can **request reviewers send their public profile url** when considering them as reviewers.

Question: How do I get paid as a reviewer?

Getting paid

Some Project Owners will offer remuneration for the completion of Review Projects.

In order to receive payment, your payment receipt details must first be securely captured by our Payment Partner, Stripe.

This section is only required IF you have accepted a paid review project.

All banking details are held securely by Stripe and are not visible by PRP.

Connect to Stripe

In order to receive payment for completion of Reviews, you must first connect your Peer Review Portal profile with our secure payment gateway, Stripe.

Payments can only be made to reviewers whom have completed the Stripe ID Verification.

ID Verification requirements include Photo ID and a Utility or Phone bill matching the Photo ID.

The Peer Review Portal does not store any personal information gathered during the Stripe Connection process.

Payment for Reviews is at the discretion and responsibility of the Project Owner.

Basic details

First name

The First name field is required

Last name

The Last name field is required

Address

City

Postcode

State

Phone (i.e. +61999999999)

Date of birth (dd/mm/yyyy)