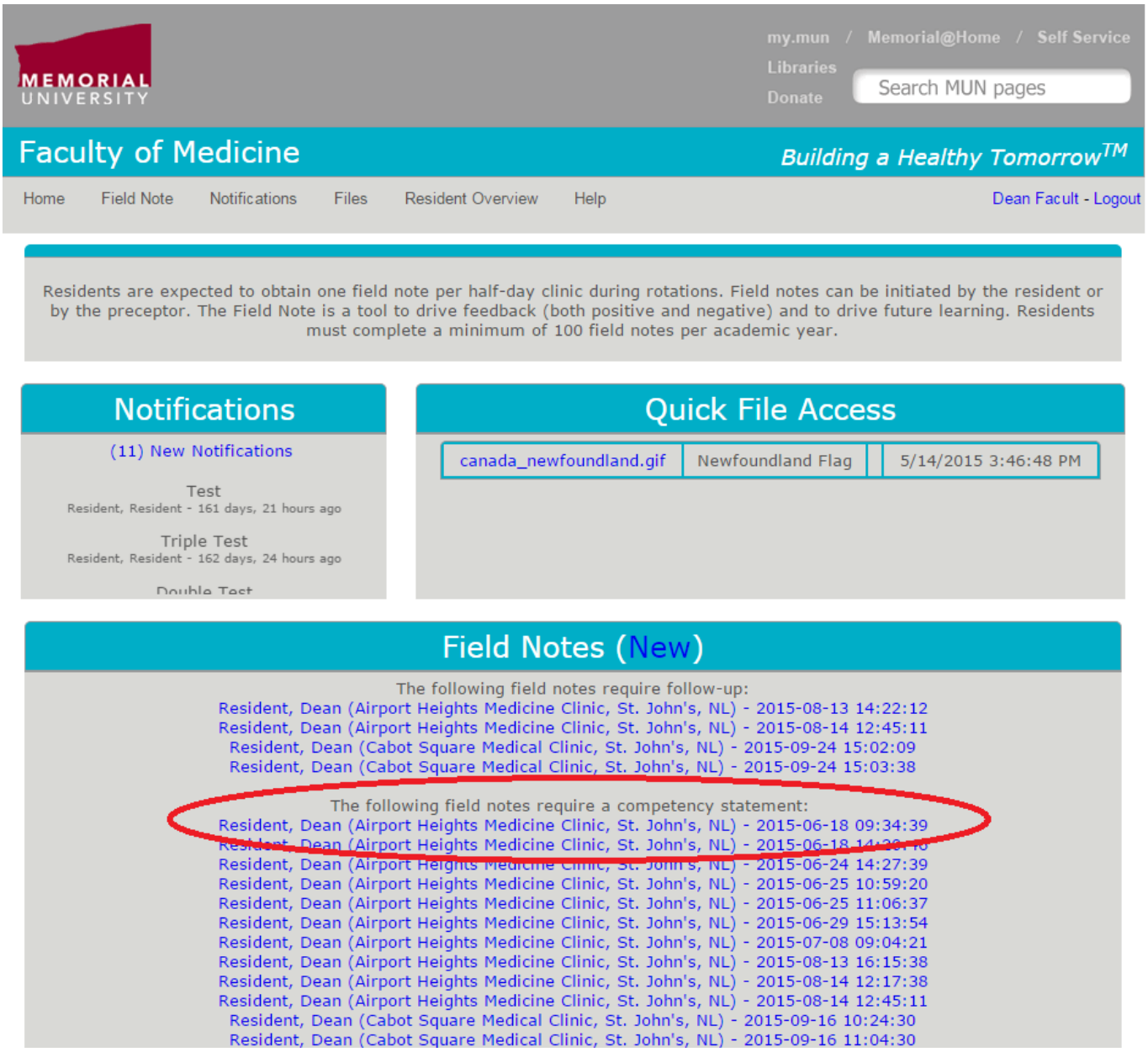
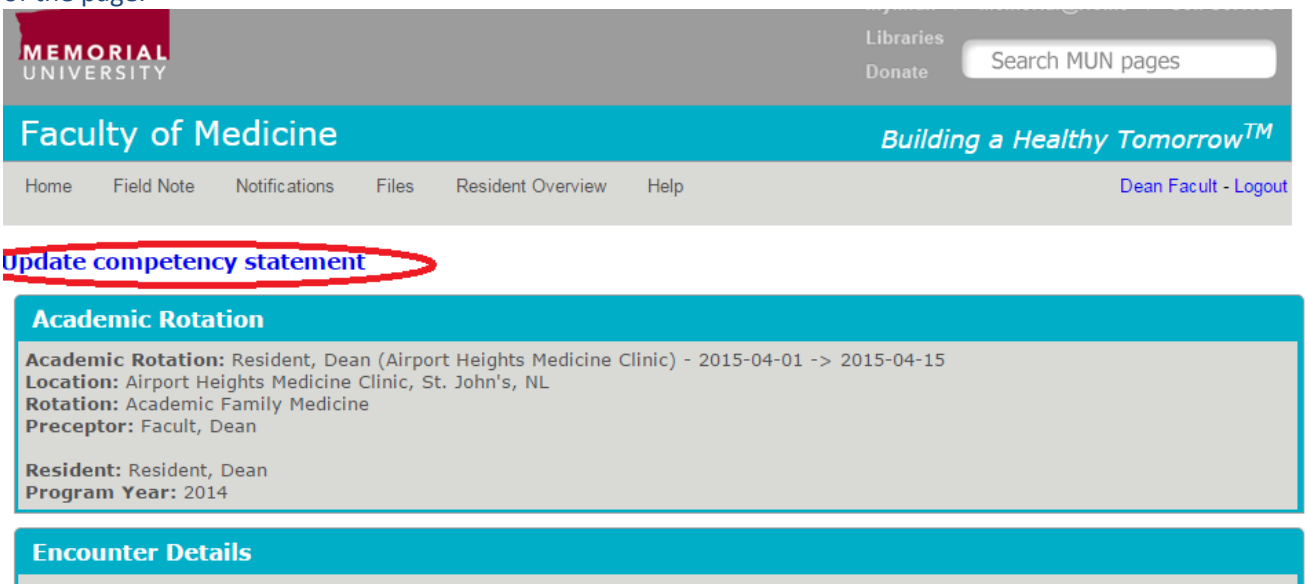
In order to complete a competency statement for a field note done by a resident (always required) you can follow these instructions.

1. Login to ePortfolio
2. On your homepage you will see a list of field notes requiring your competency statement, click on one to get started.

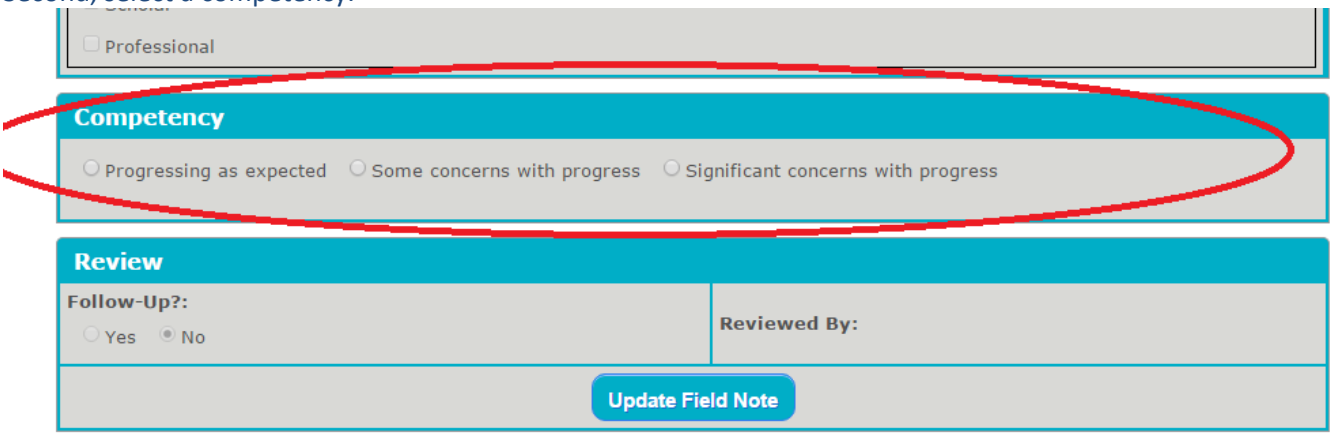


3. This will bring you to the competency page, to fill it out 3 clicks are required.

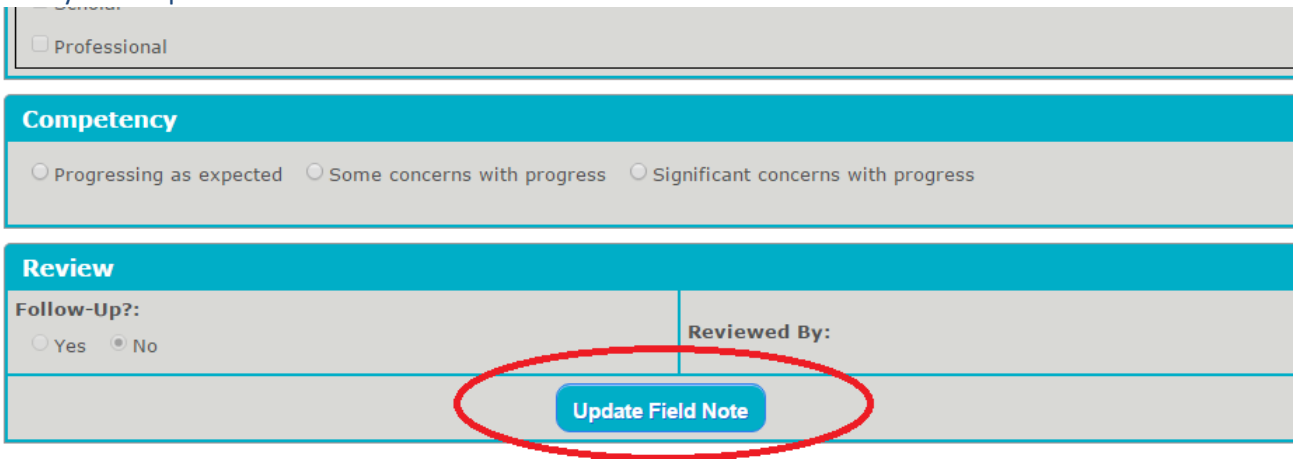
    a. First click “update competency statement” seen below; this will navigate you to the competency section of the page.



    b. Second, select a competency.



    c. And finally click “update field note”



And the competency statement has been updated.