Overview of contents:

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✓ Directions on completing evaluation forms: pages 12-14
✓ Directions for accessing student resume & contact information: page 15
✓ Directions on posting documents for students to view: page 17
✓ Directions for posting your rotation objectives: page 17
✓ How to update your site description: page 19
✓ Directions on resetting a lost password: pages 20-21

If you have any questions or need assistance, please contact OEE:
  o Phone: 630-515-7677
  o Email Kathy Price: kprice@midwestern.edu
  o Email Amy Lullo: alullo@midwestern.edu
***Setting up your account:

- Account set up only needs to be done once

1. Go to [www.midwestern.edu](http://www.midwestern.edu), click on MWUNET

2. Select Account Setup
Account set up continued:

3. Select Preceptor Account

4. Enter the information above:
   * Your Preceptor ID number will be given to you
   * Please use your rotation site zip code
   * Last name
Account set up continued:

5. The next screen will prompt you to set up a password

Account Setup

Your account has been found. Please create a password using a minimum of 8 characters. You will be provided with your user name on the next screen.

8 character minimum
At least 1 lowercase letter
At least 1 uppercase letter
At least 1 number

New Password: 

Confirm Password: 

Passwords must match

6. The password requirements/rules will turn green when a valid password has been entered in both the New Password and Confirm Password fields.

Account Setup

Your account has been found. Please create a password using a minimum of 8 characters. You will be provided with your user name on the next screen.

8 character minimum
At least 1 lowercase letter
At least 1 uppercase letter
At least 1 number

New Password: ********

Confirm Password: ********

Passwords must match

Submit

7. The next screen provides your user name.

Please print the screen or make a note of your user name

Your user name will be formatted as FIRST.LAST  Example: John.Doe

(please note the user name is different for faculty)

Click on the “Click Here” prompt. This will bring up the next screen (below) where you will login with your user name and password

Account Setup

IMPORTANT: Please print this page for your records.

Your account has been created successfully.

Your user name is first.last

Please Click Here to login.
Account set up continued:

8. Enter your User Name, click “Secure Login”.

9. Enter your password, click “Secure Login”.

10. Security Profile Setup: Select a passphrase, enter PIN and select a security image. Click “Update Account”.

Security Profile Setup

Complete all of the fields below and click Update Account.

Select a new passphrase: [ ]

Enter a new PIN number: [ ]

Re-enter new PIN number: [ ]

Select a new security image: [ ]
Account set up continued:

11. Challenge Question Setup: This MUST be completed in order to finalise your account set up.

Please note the following:

- For security and password retrieval we require the following:
  - A security question
  - Your date of birth (only used for password retrieval)
    - The Date of Birth listed here represents the date we set up your preceptor account in the old PEMS data base
    - Please update this to your actual DOB - follow the directions given
  - A non-MWU email account
    - Required to reset a lost password

**Challenge Question Setup**

Important: You must successfully complete this form before you can navigate away from this page.

Please take a moment to provide MWU with the answer to a challenge question. We will use this question in the event that you lose your password.

Please select a question: What was your childhood nickname?

Provide the answer here: ______________________________

Enter your Date of Birth: _______________________

Non-MWU email address: first.last@mymail.com

Is the above email address correct?  □ Yes □ No

Cell Phone Number: Cell number not found/Cell provider not found

Submit

If you indicate “Yes” that your DOB and email address are correct (or provide your DOB if none on file), click “Submit”. You will be prompted for your PIN number to save your information.
Account setup continued:

12. If successful, you will see the following:

If a DOB was on file for you and you indicate it is incorrect, you will be provided with a field in which to enter your correct DOB.
Account set up continued:

**Please note:** An attempt to submit the page without entering a “correct” date for the DOB results in a submission error as it is a required field if you have indicated the DOB we have on file is incorrect.

If you indicate the **email is incorrect**, you will be prompted to update it.

If you did not provide a cell phone number, you will be prompted to update it.
Account set up continued:

Enter your information and click “Continue”.

13. You will then be redirected to the address verification page. If you have no further changes, click “My Information is Correct”.
How to navigate the Preceptor Details page in RMS:

Most information in each of the **tabs** under “Preceptor Details” is viewable by you and the OEE staff only.

![Preceptor Details Diagram](image)

From the **Contact tab** above the students will be able to view the rotation address, business phone & business email. All other preceptor information is accessible only by OEE staff. Only the information listed under the **Contact tab**, may be updated by you using the “MY INFO” tab discussed on the previous page.

### General tab:

<table>
<thead>
<tr>
<th>Contact</th>
<th>General</th>
<th>Additional</th>
<th>Evaluations</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nickname Last:</strong></td>
<td><strong>Dr.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nickname First:</strong></td>
<td><strong>PharmD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prefix:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credential 1:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credential 2:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credential 3:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Job Title:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td><strong>Male</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Birth Date:</strong></td>
<td><strong>07/14/1971</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students will only be able to view a prefix or credential.
**Additional tab:**

From this tab the students will only be able to view the specialties listed for each preceptor.

<table>
<thead>
<tr>
<th>Contact</th>
<th>General</th>
<th>Additional</th>
<th>Evaluations</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preceptor Additional Info for PharmD - Downers Grove</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Active</td>
<td>Effective: 01/01/1900</td>
<td>Preferred Preceptor: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Alternate Contact:</strong></td>
<td>Name: PharmD Contact, Title</td>
<td>Phone: 123-456-7690 Ext. 11111</td>
<td>Fax: 123-444-5555</td>
<td>Email: <a href="mailto:contact@someplace.com">contact@someplace.com</a></td>
</tr>
</tbody>
</table>

**Faculty Appointment**

- Hire Date: 09/21/2007
- Contract Renewal Date: 06/30/2010
- **Specialties**:
  - Clinical
  - General Medicine/Acute Care
  - Intensive Care

**Accomplishments tab:**

This information is viewed and used by OEE staff only. Students cannot see any of this information.

<table>
<thead>
<tr>
<th>Contact</th>
<th>General</th>
<th>Additional</th>
<th>Evaluations</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accomplishments for PharmD - Downers Grove</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Lic No</td>
<td>State</td>
<td>From/Eff</td>
<td>To/Term</td>
</tr>
<tr>
<td>CV/Resume Submittal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: CV on File ([upd: 08/17/2009])</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Appointment</td>
<td>07/02/2008</td>
<td>07/01/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Appointment Status</td>
<td>07/01/2008</td>
<td>06/30/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Appointment Accepted ([upd: 06/16/2008])</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors / Awards Received</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Level 1 Preceptor Development Training Completed ([upd: 06/27/2008])</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preceptor Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: Unknown site 1999 ([upd: 10/05/2009])</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you notice any information that requires updating, please contact our office.
**Evaluations tab:**

1. It will show you the evaluations for each student that are:
   a. Due – see due date in right column- click on the link to open & complete
   b. Completed – highlighted in green
   c. Past due – highlighted in yellow

2. The evaluations are grouped by **“Calendar”**. Each calendar represents a group of students based on the rotation type (IPPE vs APPE), their academic level, (ie. 3rd year Pharm D) and graduation year (Class of 2017).

The evaluations will look similar to the ones used previously, will be set up with a 4 point rubric, have radio buttons, a place to type comments, will calculate the grade, allow you to preview the grade and will submit the grade directly to OEE.
While working on an evaluation, RMS will auto save the evaluation every 15 minutes and log you out after 120 minutes of inactivity.

You may select **“Save, Preview Grade and Finish Later”**: If you are unable to complete the evaluation in one session this will save your work.

This will also allow you to see & review the calculated numeric score. You may make any adjustments to the score PRIOR to submitting.
Once the evaluation is complete click "Submit Form" to submit the grade to OEE

- Once you submit the form the grade is viewable by OEE staff only.
- We ask that you review and discuss the final evaluation form and grade with the student on the last day of their rotation.
- The students will not see their final grade until it is posted online by the Registrar.

If needed, the OEE staff can "unsubmit" a submitted evaluation form and allow you to make adjustments and then re-submit. Please call or email Kathy Price or Amy Lullo if you need assistance with any evaluation form.
**Rotations section:** (further down the page) shows the students assigned to you for each calendar and block. This section is also separated into subsections by calendar/student type.

<table>
<thead>
<tr>
<th>Course</th>
<th>SubCrs</th>
<th>Block</th>
<th>Student</th>
<th>Site</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPRA 0685</td>
<td>Block 1</td>
<td>Student, First 2nd yr/2012</td>
<td>Owatonna Hospital</td>
<td>03/01/2010</td>
<td>04/09/2010</td>
<td></td>
</tr>
<tr>
<td>PPRA 0688</td>
<td>Block 1</td>
<td>Student, Second 2nd yr/2012</td>
<td>Owatonna Hospital</td>
<td>03/01/2010</td>
<td>04/09/2010</td>
<td></td>
</tr>
<tr>
<td>PPRA 0688</td>
<td>Block 1</td>
<td>Student, Third 2nd yr/2012</td>
<td>Tempo St. Luke’s Hospital</td>
<td>03/01/2010</td>
<td>04/09/2010</td>
<td></td>
</tr>
<tr>
<td>PPRA 0689</td>
<td>Block 1</td>
<td>Student, Fourth 4th yr/2010</td>
<td>Phoenix Children’s Hospital</td>
<td>03/01/2010</td>
<td>04/09/2010</td>
<td></td>
</tr>
<tr>
<td>PPRA 0690</td>
<td>Block 1</td>
<td>Student, Fifth 4th yr/2010</td>
<td>Swedish Covenant Hospital</td>
<td>03/01/2010</td>
<td>04/09/2010</td>
<td></td>
</tr>
<tr>
<td>PPRA 0685</td>
<td>Block 1</td>
<td>Student, Sixth 4th yr/2010</td>
<td>Abbott Northwestern Hospital</td>
<td>02/01/2011</td>
<td>04/09/2011</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on the student’s name will open the “View Student’s Details” box- see the screen shot below. This provides student contact information. The student’s cell phone will also be listed if they have provided it. You will also see a photo for each student and have access to the student’s resume and/or CV.
**Availability tab:** shows the rotation spots you provided for each rotation calendar and the open spots remaining. Updates to availability may only be made by OEE staff.

We have set RMS to keep past rotation and availability lists collapsed. You may open them if necessary.

The blue buttons with a white plus sign allow you to open older rotation and availability lists.

The blue buttons with a white minus sign allow you to close older rotation and availability lists.

Spots you provided OEE for the block = **Cap**

Spots unused = **Left**

A zero indicates student(s) have been placed with you for that block.
**Affiliations tab:** shows your rotation site and main contract name.

![Table showing affiliations](image)

**Notes section:** The information listed in the notes section is the rotation and site description provided by you and will be viewable by the students.

![Note section](image)

**Documents:**
Preceptors may upload documents here. The students will have access to the documents posted here. The documents will remain here until you remove them.

**Resume/CV:**
You may post your resume or CV here. Please note students will be able to open and view the document.
If you would like your resume or CV to be viewed by OEE staff only, please email it to ccpoeedmidwestern.edu and we will post it for “administrative viewing” only.

**Other Documents:**
Please post your rotation objectives under “Other Documents”. This will be viewable by students and OEE staff.

![Document upload interface](image)
NEW!! Direct link to the MWU Library resources:
Left column of the Preceptor Details Page
**View Preceptor Details**: this is the only information viewable by the students. The General Information listed here is pulled from the “Notes” section of the Preceptor Details page.

**Preceptor Name, Pharm.D.**

**Contact Information**

**Rotation Address**

**Business Email:**
preceptor@mywork.org

**Business Phone:**
123 456-7890

**Alternate Contact**

No alternate contact information has been indicated

**General Information**

[Redacted - Text is not visible]

- We serve patients of all ages and demographics. We provide patient-care services including internal medicine, cardiology, general surgery, OB/Gyn, pediatrics, and geriatrics. We have an active level two trauma center. We have been recently updated (New patient care center built in 2006) 200 bed community-based general hospital with a family practice residency program. We specialize in cardiology with 2 cardiac cath labs as well as an open heart program. We also have specialization in gerontology and oncology serving our elderly population base.

**Affiliations**

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital</td>
<td></td>
<td></td>
<td>IL</td>
</tr>
</tbody>
</table>

**Specialties**

- Clinical
- General Medicine/Acute Care
- Intensive Care

**Documents**

Resume Unavailable

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If you would like to update your rotation/site description posted in RMS under “General Information”, please contact Kathy Price or Amy Lullo.
How to reset a lost password in RMS:
At the login screen- click on the “Help” button (lower left side of screen).

It will bring up a screen with information on how to reset your password. Click on the link “Lost Password” to bring up the Lost Password screen (see next page)
Fill out the form, submit and an email will be sent to you.