

ROTATION MANAGEMENT SYSTEM (RMS) ACCOUNT SETUP INSTRUCTIONS FOR PRECEPTORS

GET STARTED

NOTE: Account set up *only* needs to be done once. If you already have an account for <https://online.midwestern.edu> (i.e., Alumni, Faculty, etc.) there is no need to create another account.

1. Open a browser and access [Midwestern University's website](https://www.midwestern.edu/) (<https://www.midwestern.edu/>)
2. Login to [MWUNet](https://online.midwestern.edu/) (<https://online.midwestern.edu/>)
3. Select the **Account Setup** link in the lower right-hand corner.

The screenshot shows the Midwestern University homepage. The top navigation bar includes links for 'About', 'Academics', 'Admissions', 'Research', 'Campus Life', and 'Clinics'. A search bar is located in the top right corner. The main content area features a large banner with the text 'You Want to Make a Difference' and a description of healthcare education. Below the banner are two buttons: 'VIEW ALL PROGRAMS' and 'PLAY VIDEO'. The bottom of the page contains a 'Campus Administrative Resource System' login section with a 'Login:' field, a 'Secure Login' button, and a 'Quick Link' dropdown menu. The footer includes links for 'Emergency Response Team', 'Privacy', 'Account Setup', and 'Lost Password'.

PRECEPTOR ACCOUNT SETUP

1. Select the **Preceptor Account** button.
2. Enter the following information:
 - **Preceptor ID** – A Preceptor ID will be provided.
 - **Zip/Postal Code** – Enter Rotation Site zip code.
 - **Last Name** – Enter your last name.

NOTE: If you need assistance with your **Preceptor ID**, please contact the Information Technology Support Center. Call Arizona, 623-572-3388, Illinois, 630-515-7361 or email support@midwestern.edu

3. Click the **Submit** button.

1 Account Setup

Please Select the Type of Account To Setup.

Alumni Account

Applicant Account

Preceptor Account

Resident Account

Account Setup

Welcome to the Midwestern University preceptor portal. Please provide the information listed below to begin the account creation process and follow the subsequent instructions for creating and accessing your preceptor account.

2

Preceptor ID:

Zip/Postal Code:

Last Name:

3 Submit

Please contact the MWU Support Center if you require further assistance.

Illinois Campus (630) 515-7361 support@midwestern.edu

Arizona Campus (623) 572-3388 support@midwestern.edu

4. Setup an account password.

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

5. Password rules/requirements will turn **green** with a valid password submission both in the **New Password** and **Confirm Password** input boxes. Click the **Submit** button.

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.

New Password:

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

Confirm Password:

✗ Passwords must match

Not Ready

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.

New Password:

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

Confirm Password:

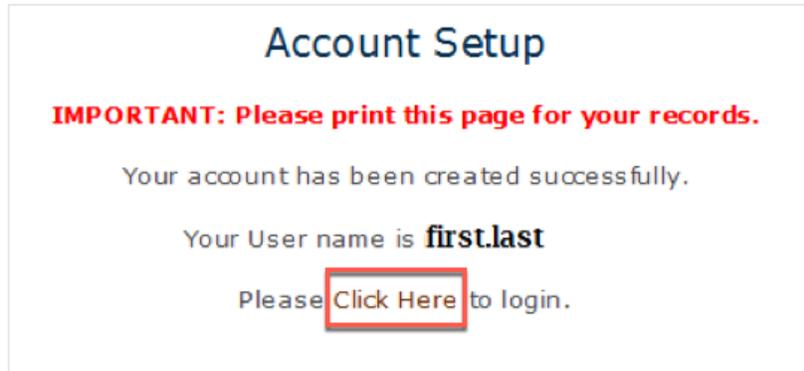
✓ Passwords must match

Submit

6. **Print** the following page as it contains your **Midwestern University username**. Usernames are formatted as **FIRST.LAST** (e.g. John.Doe).

NOTE: Usernames are formatted differently for Midwestern University Faculty.

7. Click on the **Click Here** link under your username to login with your new username and password.



PRECEPTOR ACCOUNT FIRST TIME LOGIN

1. Enter your username into the **Login** input box and click the **Secure Login** button.
2. Enter your password and click **Secure Login** button.
3. Setup your **Security Profile**. Select a passphrase from the **Select a new passphrase** drop-down menu, enter a **PIN** number, select a **new security image** and click the **Update Account** button.



4. Finalize your account setup.

For security and password retrieval we require the following:

- Your **Date of Birth**.
 - The **Date of Birth** listed is the current information on file. To update your **DOB**, follow the directions below.

- A non-MWU email address.
 - A requirement to reset a lost password.

Select the **Yes** or **No** radio button to whether or not the above **email address** and **DOB** currently on file are correct. If the information is correct, then select **Yes** click the **Submit** button. If you updated the information, then select **No**, enter your **PIN** and save your changes by clicking the **Continue** button.

If your **DOB** information was incorrect, then you will be provided with an input field to enter your correct DOB.

NOTE: Submitting the page without entering a **correct** date for the DOB results in a submission error.

If your **non-MWU Business email address** is incorrect, then you will be prompted to update it.

The screenshot shows a form with two sections highlighted by red boxes. The first section is titled "Date of Birth: 07/14/1971" and asks "Is the above date of birth correct?" with radio buttons for "Yes" and "No" (where "No" is selected). Below this is a text input field for "What is your correct date of birth?". The second section is titled "Non-MWU email address: preceptor@site.org" and asks "Is the above email address correct?" with radio buttons for "Yes" and "No" (where "No" is selected). A "Submit" button is located at the bottom of the form.

If you did not provide a **cell phone number**, then you will be prompted to enter a number and select your **Provider** from the drop-down menu. Click the **Save** button and then the **Continue** button.

The screenshot shows a form titled "MWU Address Verification" with a sub-header "Update an Address". It contains a "Cell Phone:" field with an input box and the example "(ex. 555-555-5555)", and a "Provider:" field with a dropdown menu. Below these fields is a paragraph: "Your cell provider will be used only to send important information to you via text message. MWU will not share this information with any third parties." At the bottom are "Save" and "Cancel" buttons.

The screenshot shows a confirmation screen titled "MWU Address Verification" with the message "Your Cell Phone Has Been Saved." and a "Continue" button highlighted with a red box.

You will then be redirected to an **MWU Address Verification** page. If you have no further updates, then click the **My Information is Correct** button and you are finished setting up your account.

MWU Address Verification

Please Verify Your Addresses Below are Correct.

My Information Is Correct

ADDRESSES ON FILE

Select	Address Type	Address
<input type="radio"/>	Business	12355 Main St. Chicago, IL 60525
<input type="radio"/>	Rotation Address	843 Spring Ln. Chicago, IL 60521
<input type="radio"/>	Cell Phone	630-900-5555
<input type="radio"/>	Non-MWU Email	
<input type="radio"/>	Non-MWU Business Email	preceptor@site.org

Update Selected Address **Remove Selected Address** **Add New Address**

HOW YOUR ADDRESSES WILL BE USED

HR Mailing Address
12355 Main St.
Chicago, IL 60525
Use: **Submit**

Accounts Payable Address
Use: **Submit**

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