

Log into E*Value with the information supplied in the e-mail that this is attached to.

Once you are logged in you will see a welcome page: your name should be at the top;

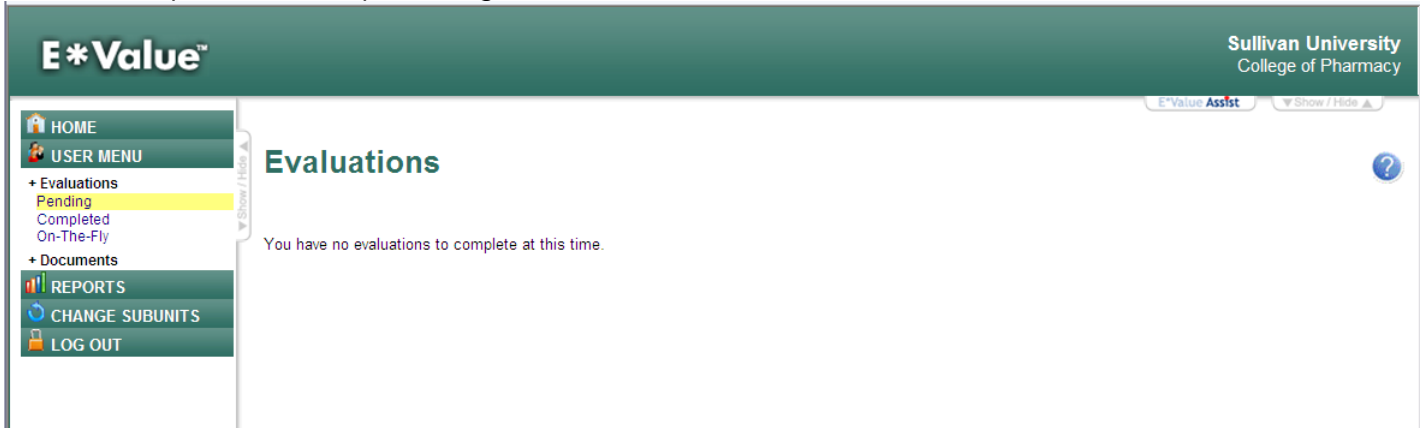
The screenshot shows the E*Value interface. At the top left is the E*Value logo. At the top right is the Sullivan University College of Pharmacy logo. Below the logo is a navigation menu with items: HOME, USER MENU (with sub-items: Evaluations, Documents), REPORTS (with sub-items: Performance, Evaluations, Miscellaneous, Schedules), CHANGE SUBUNITS, and LOG OUT. The main content area has a green header with the text "Welcome to E*Value SullivanPreceptor Tester". Below this is a paragraph: "E*Value is your training management system. You can use E*Value to complete Evaluations, view your Schedules, learn about News & Events, and obtain general information." A sub-paragraph says: "To begin doing evaluations, click the Pending sub-menu button within the User Menu/Evaluations menu section." Below this is a table with two columns: "Your Information:" and "You Have:". The "Your Information:" column lists: Email: rthompson@e-value.net, Rank: Preceptor, and Roles: Advisor/Mentor, Faculty, Preceptor. The "You Have:" column lists: 3 Completed Evaluations, 0 Suspended Evaluation(s), and 0 Pending Evaluation(s).

To move about in E*Value, click on the menu items on the left:

The screenshot shows the E*Value interface with the "Password Change" page selected in the left navigation menu. The main content area has a green header with the E*Value logo and Sullivan University College of Pharmacy logo. Below the header is a navigation menu with items: HOME, Calendar, Password Change (highlighted), Help, USER MENU (with sub-items: Evaluations, Documents), REPORTS (with sub-items: Performance, Evaluations, Miscellaneous, Schedules), CHANGE SUBUNITS, and LOG OUT. The main content area has a green header with the text "Password Change". Below this is a paragraph: "Use this screen to change your login and/or your password. Please note that you do not have to change your login. You can use this screen to only change your password if you so choose." A sub-paragraph says: "Enter a unique string of letters and numbers at least six and no more than twenty characters in length. The password is not case sensitive." Below this is a form with two sections: "New Login: Confirm Login:" and "New Password: Confirm Password:". Each section has two input fields and an "Update" button. The "New Login" section has the text "STester279" in the first input field. The "New Password" section has empty input fields.

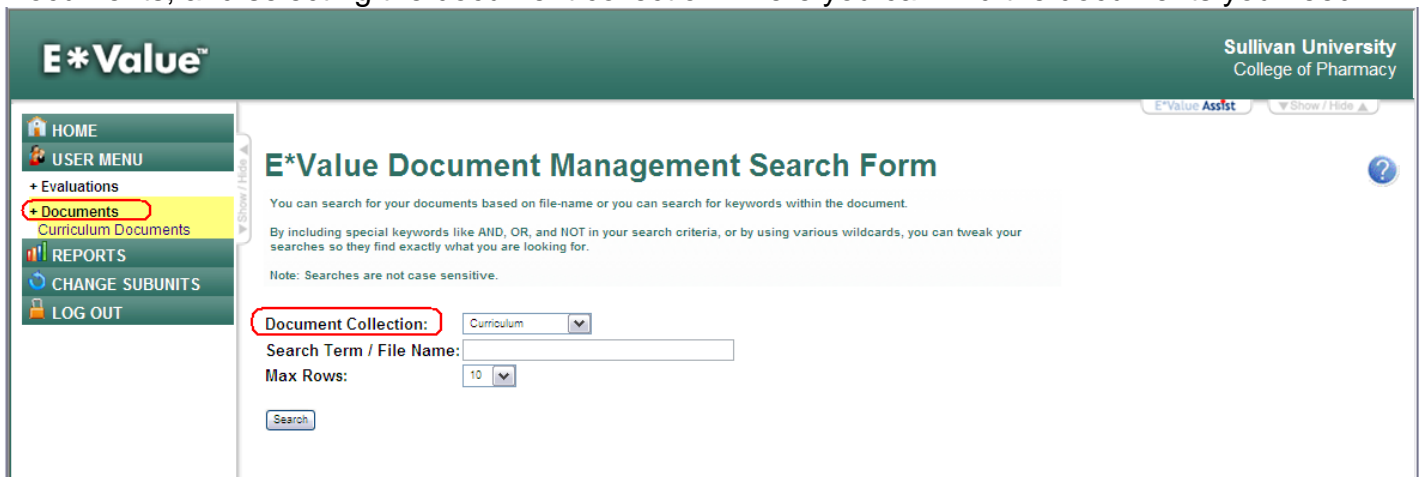
To change or login or your password click on password change, it is a 2 step process, if you are satisfied with your login it is not necessary to change it. To change you password, simply type in a new password and then re-type it to verify it.

If you have been assigned evaluations to complete on students you will find them on the left under User Menu | Evaluations | Pending:



The screenshot shows the E*Value interface for Sullivan University College of Pharmacy. The top navigation bar includes the E*Value logo and the university name. A left-hand menu contains options like HOME, USER MENU, Evaluations (with sub-items Pending, Completed, On-The-Fly), Documents, REPORTS, CHANGE SUBUNITS, and LOG OUT. The main content area is titled "Evaluations" and displays the message: "You have no evaluations to complete at this time." There are also utility links for "E*Value Assist" and "Show / Hide" in the top right.

If there are documents uploaded that you need access to, you can find them by clicking on Documents; and selecting the document collection where you can find the documents you need.



The screenshot shows the "E*Value Document Management Search Form" in the E*Value interface. The left-hand menu is similar to the previous screenshot, but the "Documents" option is highlighted, and "Curriculum Documents" is visible below it. The main content area is titled "E*Value Document Management Search Form" and includes instructions: "You can search for your documents based on file-name or you can search for keywords within the document." It also provides a note: "By including special keywords like AND, OR, and NOT in your search criteria, or by using various wildcards, you can tweak your searches so they find exactly what you are looking for." and "Note: Searches are not case sensitive." The search form includes a "Document Collection:" dropdown menu set to "Curriculum", a "Search Term / File Name:" text input field, a "Max Rows:" dropdown menu set to "10", and a "Search" button.

Depending on your role in E*Value your menu structure may be slightly different, if you have any questions about any of this process please contact Yolanda Long at ylong@sullivan.edu .