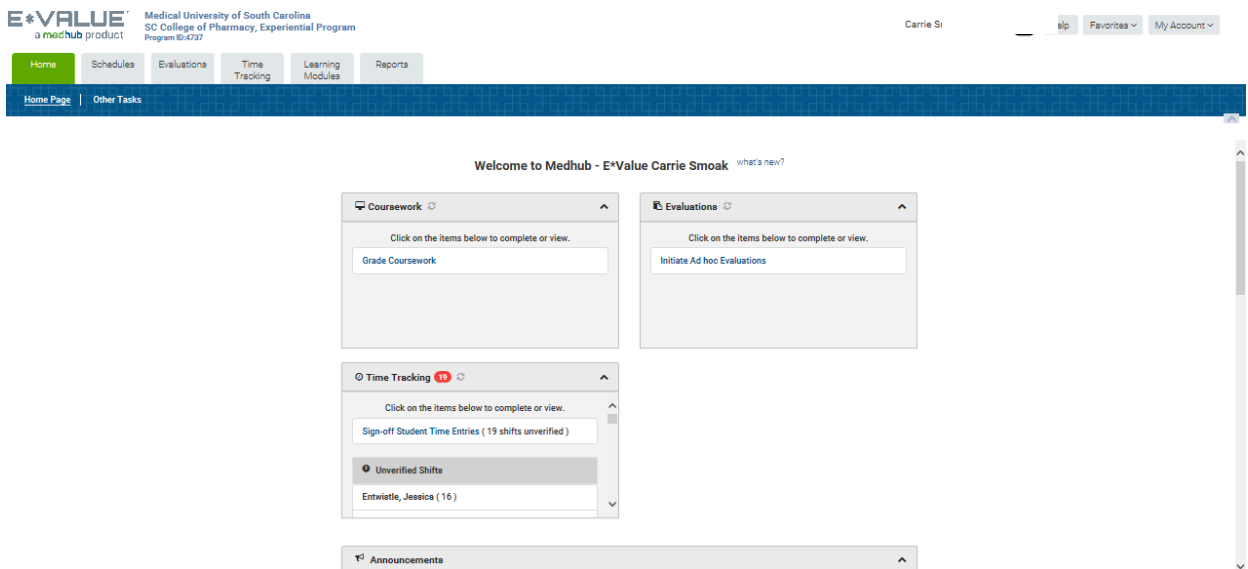


ACPE requires that schools have a CV/Resume for each preceptor and a Syllabus for all rotations. We have syllabus templates posted on the Experiential Education Preceptor Page for your convenience. You can download and edit them to adapt them to your rotation experience.

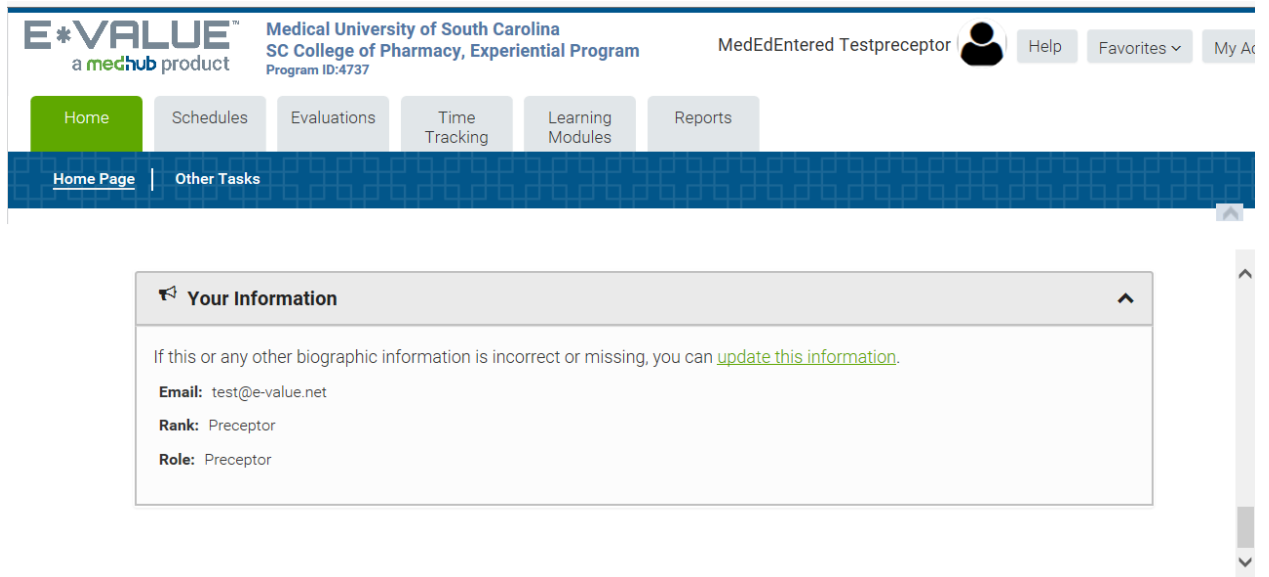
## How to Upload Your CV/Resume and/or Syllabus to E\*Value

1. Login to E\*Value and you will first see your landing (home) page



The screenshot shows the E\*Value landing page. At the top left is the logo for E\*VALUE, a medhub product, for the Medical University of South Carolina, SC College of Pharmacy, Experiential Program, Program ID:4737. The user name 'Carrie S.' is visible in the top right. Below the logo is a navigation bar with tabs for Home, Schedules, Evaluations, Time Tracking, Learning Modules, and Reports. The main content area is titled 'Welcome to Medhub - E\*Value Carrie Smoak' and contains four expandable sections: Coursework (with a 'Grade Coursework' button), Evaluations (with an 'Initiate Ad hoc Evaluations' button), Time Tracking (with a 'Sign-off Student Time Entries (19 shifts unverified)' button and a list of 'Unverified Shifts' including 'Entwistle, Jessica (16)'), and Announcements.

2. Scroll down to the bottom of the landing page and click on “Edit” or “Update Your Information”



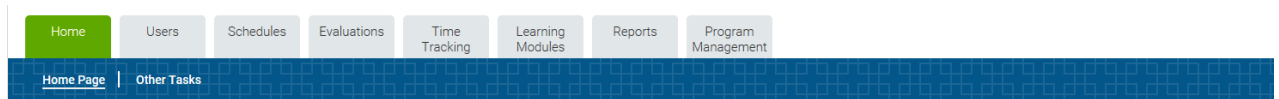
This screenshot shows the same E\*Value landing page but with the 'Your Information' section expanded at the bottom. The section title is 'Your Information'. Below the title, it states: 'If this or any other biographic information is incorrect or missing, you can [update this information](#).' The user's current information is listed as: Email: test@e-value.net, Rank: Preceptor, and Role: Preceptor. The top navigation and dashboard elements are identical to the previous screenshot.

- Click on the icons with the folder/magnifying glass to select a file to upload as your CV and then again for your Syllabus.

The screenshot shows a form titled "Preceptor Info" with several sections: "Pharmacist License #", "Preceptor CV", "Rotation Info & Syllabus", "Required Items", "Rotation Description Video Link", and "Rotation Highlights". A dropdown menu is open for "Board of Pharmacy Specialties Certifications", listing various certifications such as BCACP, BCCCP, BCNP, BCNSP, BCOP, BCPPS, BCPS, and BCPS - AQ ID. The "Board Certified Pharmacotherapy Specialists (BCPS)" option is highlighted.

- Please be sure to update any other information on this page that is not up-to-date
  - Credential: Pharm.D, BS.Pharm, MD, NP, PA, DVM, etc.
  - License number(s) - format should be state, space and number – ex. "SC 1234"; insert comma between multiple licenses
  - Contact information: enter cell phone and work phone
  - Board certifications

- Be sure to "Update" in order to save your changes.



#### Update Your User Information

Use this screen to update your E\*Value information. Click on "Update" to save your changes.

**Biographic:**

Credentials :

**Contact Information:**

Cell Number :

Work Phone Number :

**Custom Fields:**

**Preceptor Info**

Pharmacist License #

**Preceptor CV**

**Rotation Info & Syllabus**

**Required Items**

**Rotation Description Video Link**

**Rotation Highlights**

**Board of Pharmacy Specialties Certifications**

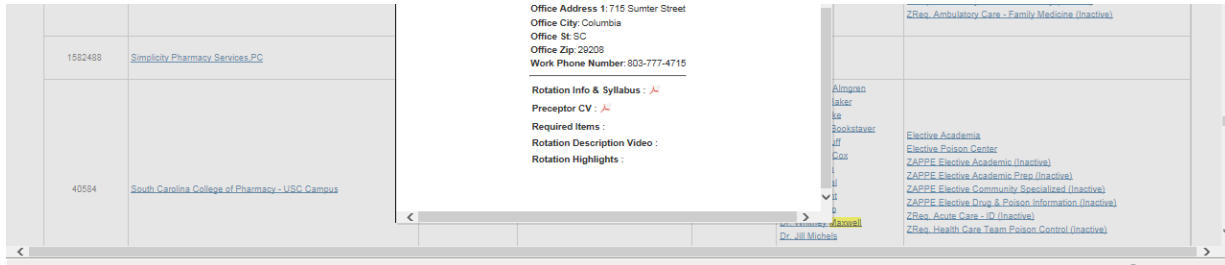
Select all that apply.....

- Board Certified Ambulatory Care Pharmacist (BCACP)
- Board Certified Critical Care Pharmacist (BCCCP)
- Board Certified Nuclear Pharmacist (BCNP)
- Board Certified Nutrition Support Pharmacist (BCNSP)
- Board Certified Oncology Pharmacist (BCOP)
- Board Certified Pediatric Pharmacist (BCPPS)
- Board Certified Pharmacotherapy Specialists (BCPS)
- Board Certified Pharmacotherapy Specialists (BCPS) - AQ Cardiology
- Board Certified Pharmacotherapy Specialists (BCPS) - AQ ID

\* = required fields



- Please repeat these steps at least annually or sooner if you have a major change to your CV or syllabus.
- Students can then see your rotation information when they perform a site list report to search for rotations they are interested in



or when they click on your name in their schedule report

