

## Creating Clinical Instructors

To prepare gather the demographic data you want to enter. The required fields for the data you must have ready to enter are shown here:

— Lafayette Reynolds - Clinical Trac Instructor Demographics

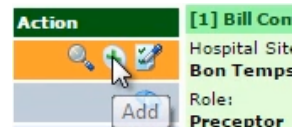
Title:	<input type="text" value="Title"/>	Suffix:	<input type="text" value="Suffix Name"/>
First Name:	<input type="text" value="Lafayette"/> * Required	Last Name:	<input type="text" value="Reynolds"/> * Required
Middle Name:	<input type="text"/>	Nick Name:	<input type="text"/>
Office Phone:	<input type="text" value="517-555-1111"/> * Required	Cell Phone:	<input type="text" value="517-555-2222"/> * Required
E-Mail Address:	<input type="text" value="lafayette@btmc.org"/> * Required	Street Address:	<input type="text" value="168 Merlotte St."/> * Required
Suite/Dept/Floor:	<input type="text"/>	City:	<input type="text" value="Bon Temps"/> * Required
State:	<input type="text" value="MI"/> * Required	Postal Code:	<input type="text" value="48104"/> * Required

And here are the remaining fields, found after you've chosen the 3rd blue bar titled "Instructors Access Information". Since in this area you will be creating a Username and Password you will want to have created a system that governs how you will set these.

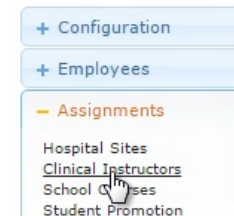
— Lafayette Reynolds - Clinical Trac Instructors Access Information

Clinician Username:	<input type="text" value="lafayette@btmc.org"/> * Required	Remote IP Address:	<input type="text" value="333.33.33.33"/> * Required
Clinician Password:	<input type="password"/> generate	Clinician Status:	<input type="text" value="Active"/> * Required
Confirm Password:	<input type="password"/>	Access Level:	<input type="text" value="Preceptor"/> * Required
Hospital Sites:	<input type="text" value="Select Hospital Site"/> <ul style="list-style-type: none"> <li>Bon Temps Medical Center</li> <li>Enterprise Medical Center</li> <li>Initech Community Hospital</li> <li>Paradise Falls Health Center</li> </ul>	Change Rotation:	<input type="text" value="Select A Rotation"/>

1. From the left-side menu choose Assignments—> Clinical Instructors.
2. From the Action column, choose "Add".
3. Enter all the pertinent demographic information in the first section.



4. Choose the 3rd blue bar titled "Instructors Access Information" and finish entering the information. For the password you can enter your own or click "generate" to have the system create it. Keep in mind that you will not be able to see it when you return later— all passwords in the system appear blank to users for security purposes. You'll want to set "Clinician Status" to "Active" and "Access Level" to "Preceptor".



5. You have the option of having the system email the password to the user for you automatically. Simply click the checkbox next to the text, "E-mail password to clinician" before saving the entry.

Clinician Status:	<input type="text" value="Active"/> * Required
Access Level:	<input type="text" value="Preceptor"/> * Required
Change Rotation:	<input type="text" value="Select A Rotation"/>
Permissions Granted:	<input type="checkbox"/> E-mail password to clinician

6. When done, select the "Save" button. You will know you have correctly saved the entry when you see the green bar at the top left with the text, "Success: instructor record saved successfully." You will also see that the instructor name will appear in the "Instructor" column of the record.

