

How do Preceptors Login to the Applied Practice Module Using an UMN Email Address

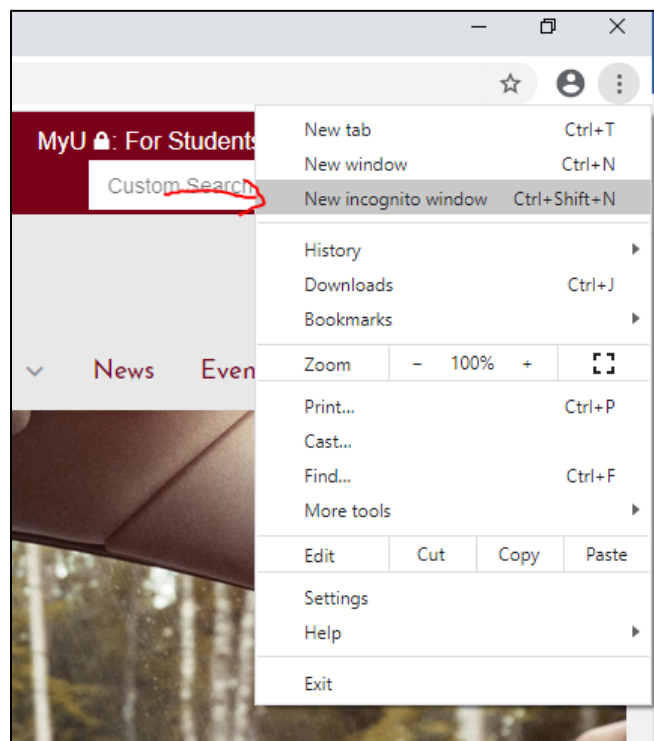
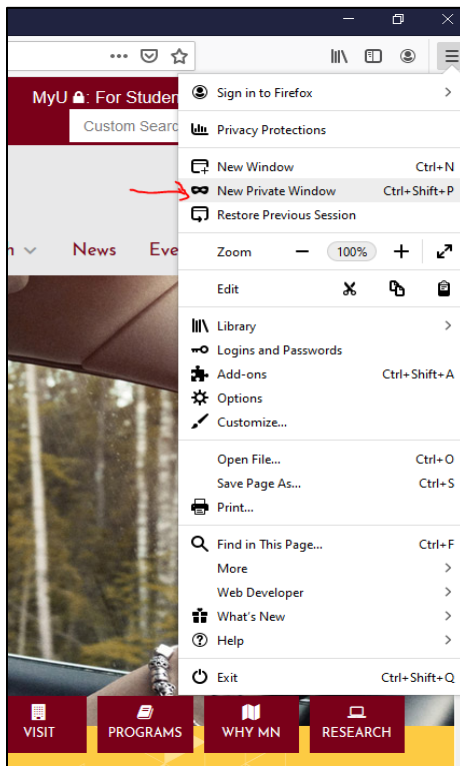
When a School of Public Health student has identified you as their Applied Practice Preceptor in their Learning Agreement, you will receive a few email notifications with the name of the student and a link to access the Module.

When preceptors need to access the Applied Practice Module using their UMN email address, they have to open an “Incognito” Window (if using Chrome), they have to open a “New Private Masked” Window (if using Firefox), or a similar process if using a different browser.

Why? Because if preceptors use the UMN email address, the Module thinks they are SPH Administrators, Academic Adviser or Students. Since none of those are their role, no student will be attached in their account. Therefore:

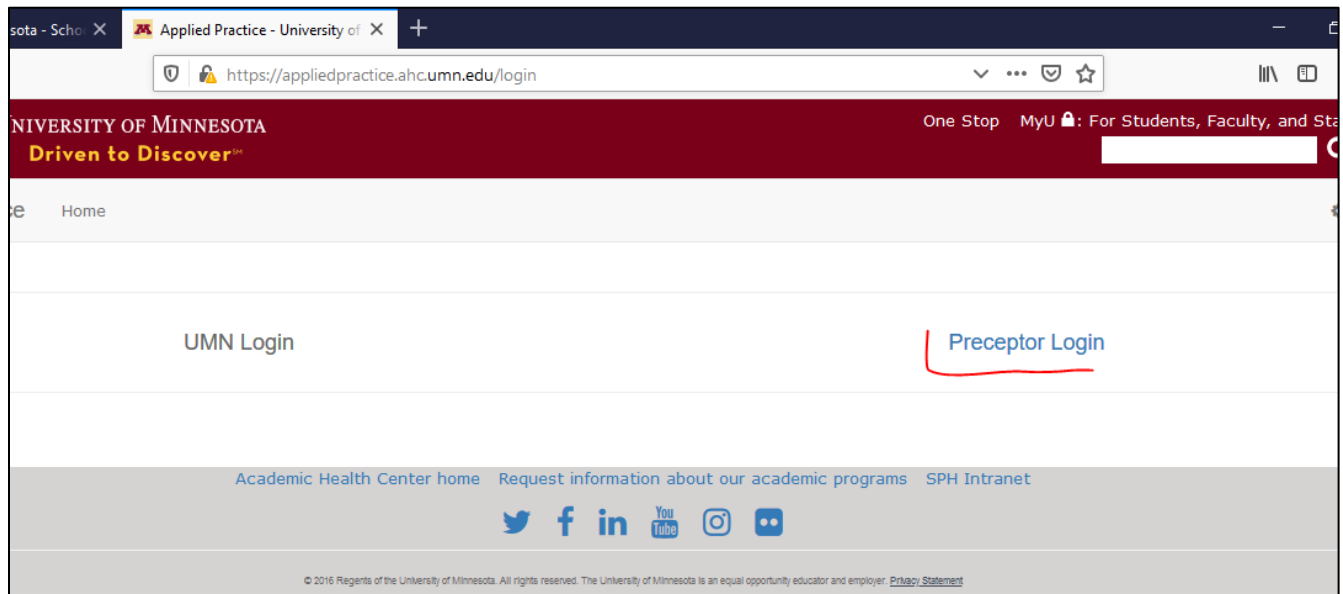
Step 1. Open the email notification

Step 2. To open an Incognito/Private Masked window, click on the browser’s menu, and select “New Private Window” (Firefox) or “New Incognito Window” (Chrome)



Step 3. On the new browser, paste this address: <http://publichealth.ahc.umn.edu/appliedpractice>

Step 4. On the Applied Practice Module homepage, click on the Preceptor Login:

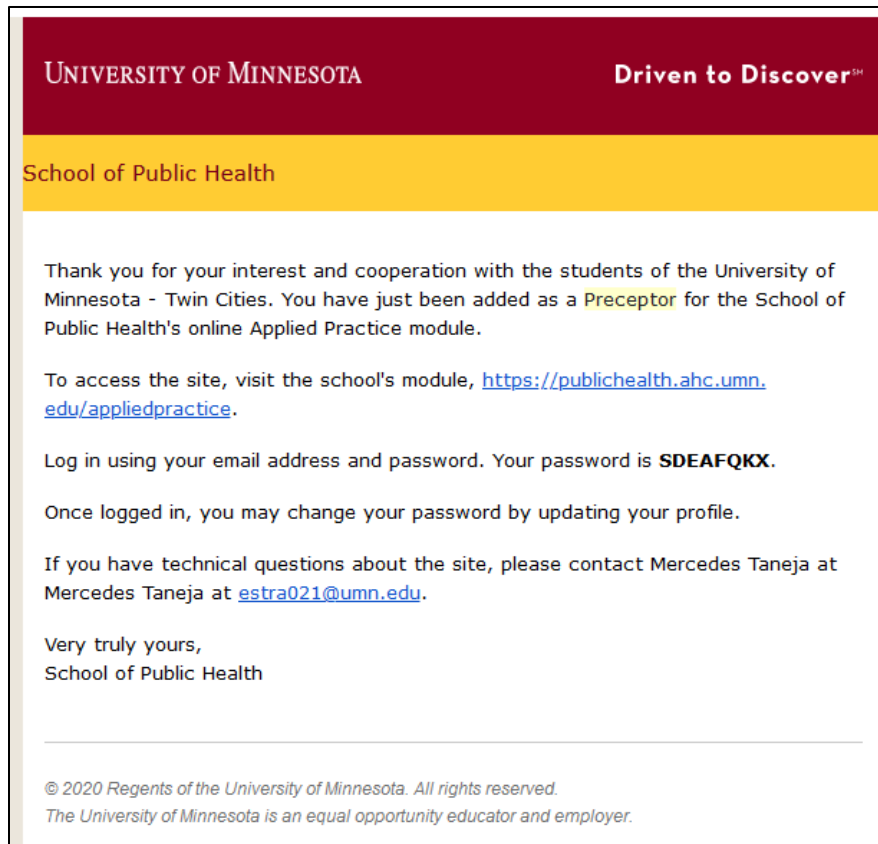


Step 5. As your Username, type your complete UMN email address.

For example, estra021@umn.edu

A screenshot of the Preceptor Login form. The form is titled "Preceptor Login" and contains two input fields: "Username:" and "Password:". The "Username:" field is filled with the email address "estra021@umn.edu". Below the "Password:" field, there is a link for "Forgot password?". A blue "Login" button is located at the bottom right of the form.

Step 6. If this is the first time you are accessing the Module, you will be given a password in one of the email notifications. The subject of the email will be “U of M School of Public Health Applied Practice Preceptor Password”. The email content looks like this:



Please go to your inbox, and find the email notification that has a password. Type in the password given, and click on Login:

The image shows a login form titled "Preceptor Login". It contains the following fields and elements:

- Username:** A text input field containing the email address `estra021@umn.edu`.
- Password:** A password input field with eight dots representing the password.
- Forgot password?:** A blue hyperlink.
- Login:** A blue button.

Step 7. Follow the instructions given by the module. If you changed your password, you may have to go back to your inbox. Copy the link and paste in the Incognito window. Sorry for the temporarily back and forth.

Step 8. Once you are able to log in with your Username and permanent password, you will find the name of the student on the left panel. Double click on the name to open the profile.

Step 9. To review the Learning Agreement, click on the "view":

Section A: review student's program enrollment information.

Section B: review Faculty Advisor contact information.

Section C: review international experience sections.

Section D: your name should be listed.

Section E: review course registration information and competencies to be practices during this experience.

Section F: sign the Learning Agreement by checking the Preceptor checkbox.

Step 10. Submit when you're done with your review.

Thank you for willing to be a preceptor for our students. Please let me know if you have any questions,

CONTACT INFORMATION

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