

LECOM
School of Pharmacy

EMS - Education Management System

Student Instructions for using EMS

EMS is the rotation management software system used by the College to track all pharmacy rotations and associated information. Every student will be able to use the system, via the Internet, to check for rotation updates, maintain addresses, record activities, and complete evaluation forms. This sheet is intended to provide basic instructions for use of the system.

EMS, ID's and passwords are intended for the recipient only. Do not share your ID or password to anyone. Unauthorized use is prohibited.

1. **The web address for EMS is <https://www1.ems-webs.com/LECOMPharm>**
Once you log on for the first time, you might want to bookmark the site for future use.
 - ◆ The first screen will ask for your User ID and Password. Your User ID will be your first name and last name with a period between the names, i.e. **John.Doe**. There are no spaces. If your first try doesn't work, try using variations on your name. For example: Lawrence Doe may be Larry.Doe instead of Lawrence.Doe.
 - ◆ Your password to log on *for the first time* will be **Password (this is case sensitive)**. You will be asked to change your password the first time you use the system. You may use any combination of numbers or letters and there is no minimum number of characters required. Again, this is case sensitive so you must use your password *exactly* as you entered it.

2. You are now using EMS. The first screen you see will be the "Home Page" of the system that is called Affiliate Profile. One thing to remember is NEVER use your 'back' arrow. Use the return button at the button of the screen.

3. From the Affiliate Profile screen, you will be able to maintain your affiliate information, change your password, view rotations, and complete evaluations. Students will have the following choices:
 - **Update Profile** will allow you to change your email address (other than your LECOM email) or cell phone number. *If you have a cell phone, we highly encourage you to enter this information. This will allow your preceptor or the school to contact you quickly should there be a problem with your rotation.*

 - **Address Request** is used for updating address and phone information. You will enter updated information here and submit it to the system administrator. The administrator will then add the updated information to the system. *You must remember to use the begin and end dates at the bottom of the screen for this to be effective. Please note: Your changes will not show immediately.*

 - **Evaluations** – All Student Evaluations of Preceptors will be done here. (You will be able to view these by the time you start your first rotation.)

- **Forms and Documents** – Various LECOM rotation forms will be posted here before your rotations, including the rotation manual.
- **Maintain Password** - used for changing passwords. You may do this anytime you choose but please remember your password. **If you forget or lose your password, you will need to contact the school. We will reset your password back to *Password* and you will need to go through the first log in process again to set up a your personal password.**
- **Out of System Rotations** – This will be used in the future to submit information to the Experiential Education Coordinator about rotations requested outside of the spin/lottery process. (This was done on the ‘Rotation Request’ form for the Matchstix program).
- **Rotation List** - displays a list of your rotations. No other activity is done from this location. Click on the site or ‘info’ to view site information.
- **Rotation Preferences** - used to enter your ten choices for each rotation. This is only active for a short period before each rotation spin. Normally, this will say ‘The Selection Period is Closed’.
- **Search Preceptor/Sites** - used to search all facilities for contact information to make your selections for rotations.