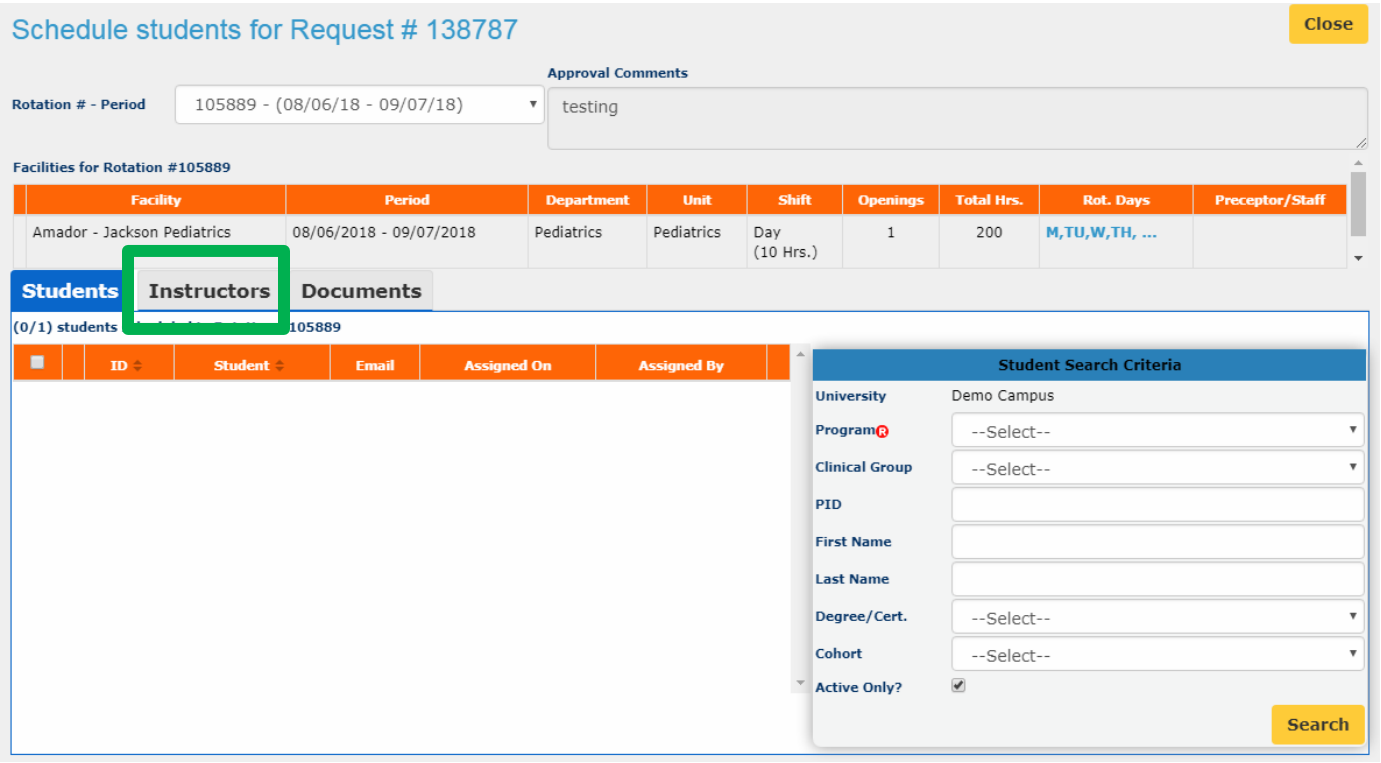
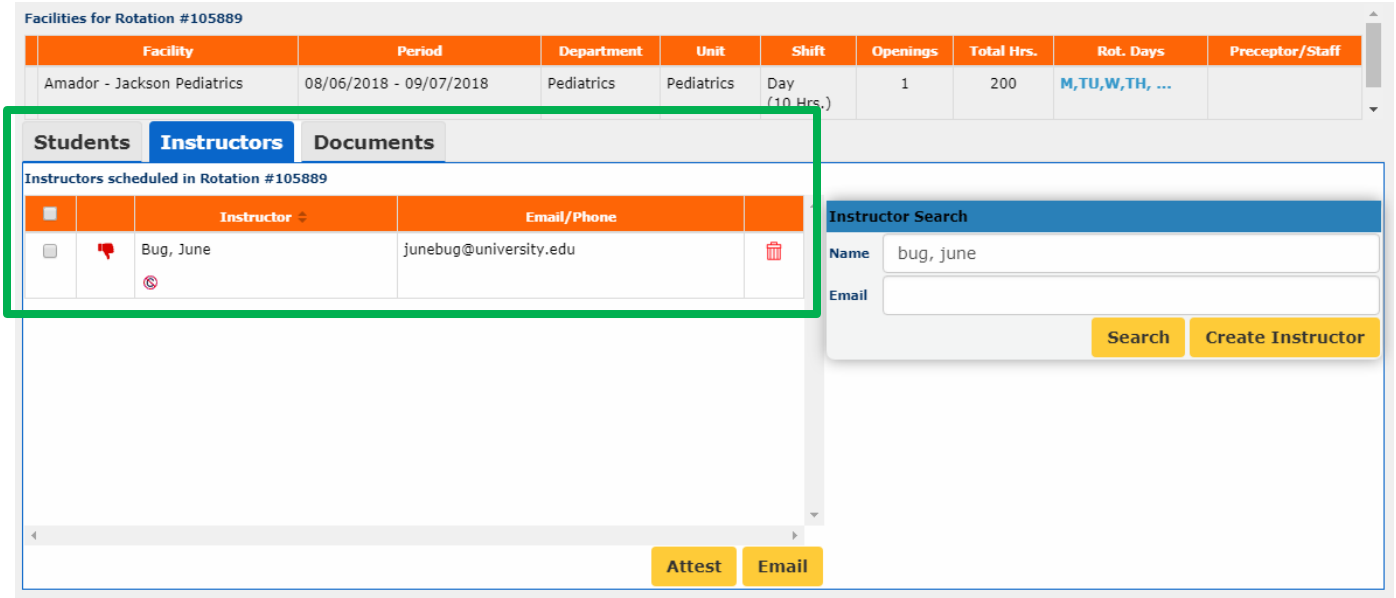
Scheduling Instructors (after approval)

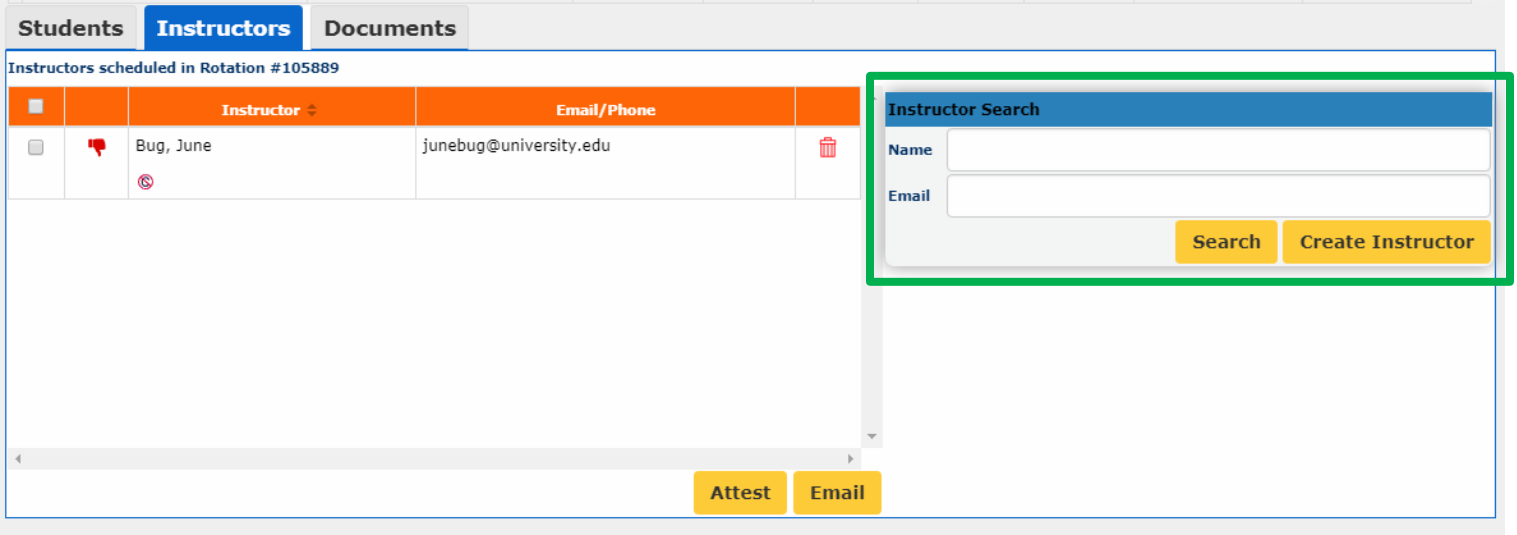
1.) Find the Approved Request on your Home Page.
   a. IF you have already scheduled all students, the Request will have “disappeared” and you’ll need to run a search to find it. Please see the addendum at the bottom of this Help File on how to search your Home Page.
   b. IF you have NOT scheduled all students, the Request should be on your Home Page already and be marked as “Approved” on the far-right side.
2.) Click on the “**#**” in the “Schd” column on the right side.
3.) In the pop up window, click the “Instructors” tab (see green outline below)



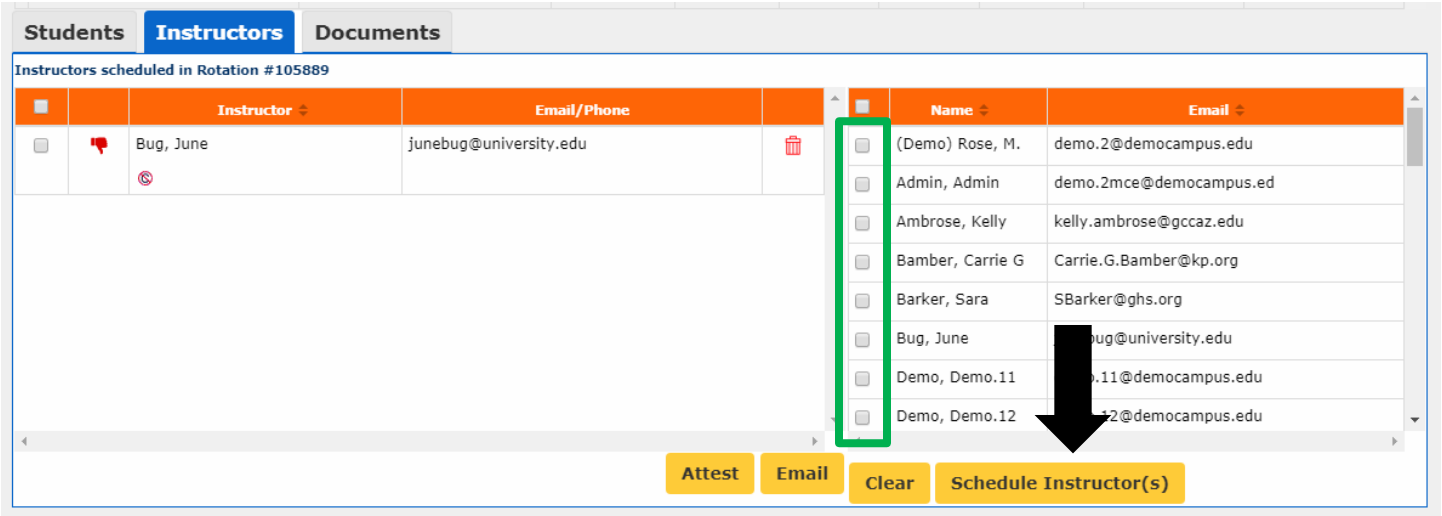
4.) Instructors you have already associated to this rotation will be listed on the left side.



5.) Use the Instructor Search on the right side to find the Instructor(s) you want to associate to this rotation OR leave your search parameters blank to pull up your full roster of Instructors.
6.) Click the orange **Search** button.



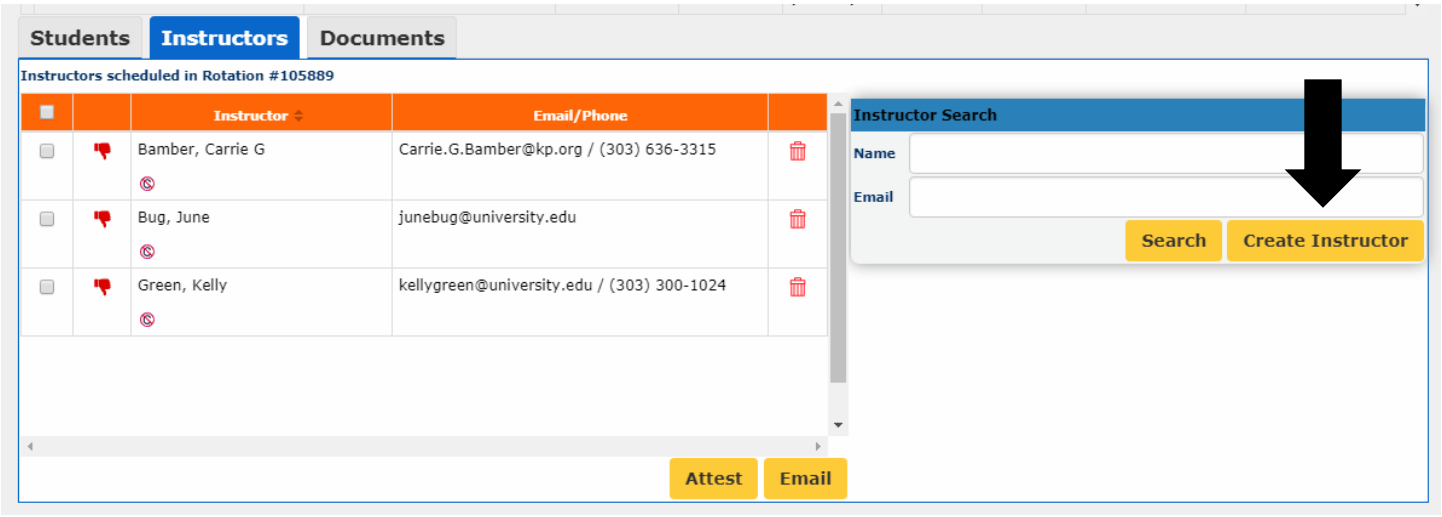
7.) Check mark the box(es) to the left of the Instructor(s) name.
    a. You may select more than one instructor if several Instructors need to be associated to this Rotation.
8.) Click **Schedule Instructor(s)**. The Instructor names will appear on the left side indicating that they have been scheduled for the rotation. You'll also see the "red thumb/green thumb" designating their compliance status for this rotation.



9.) If you do not see the Instructor(s) you would like to add, click the **Clear** button and go back to the search page.

Area left blank intentionally. Continue to the next page.

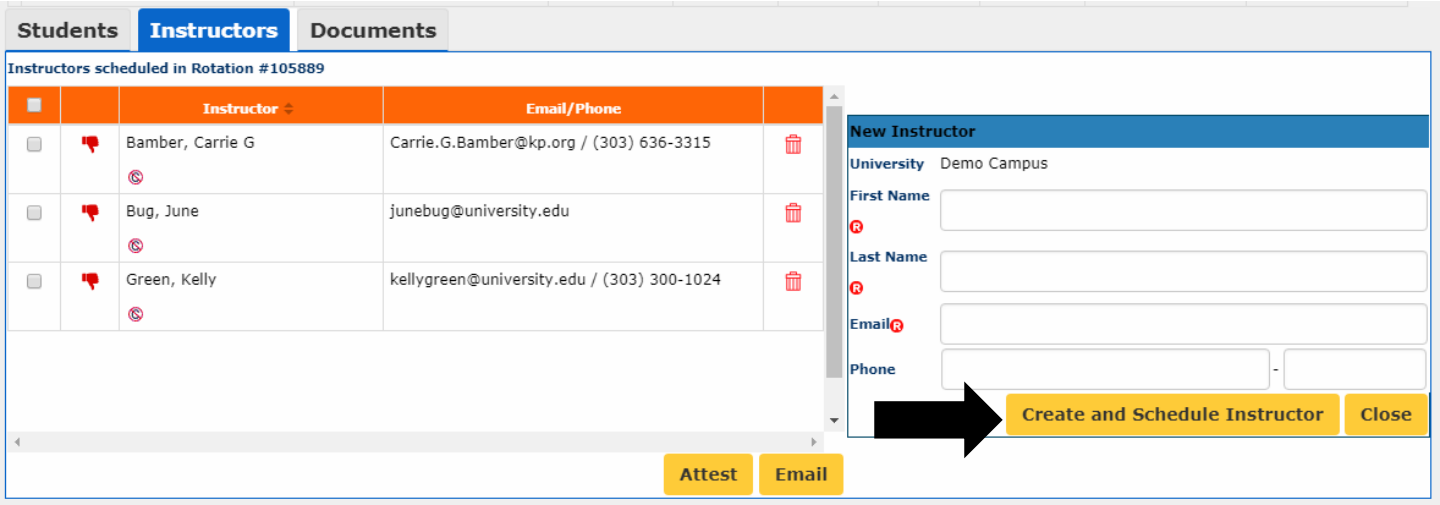
10.) Click **Create Instructor**.



11.) Fill in the required fields. They are marked with a Ⓡ

a. IF this Instructor already has a paid account with another University and you want to utilize that account, you MUST enter the CORRECT email address from that Academic Institution. mCE will note the pre-existing account and add the Instructor to your Rotation.

b. IF this Instructor has no account with mCE, you may still create the Instructor here. The account will still need to be paid for either by the Instructor or by your University. Email support@myclinicalexchange.com for more information about Instructor payment.



12.) Click **Create and Schedule Instructor**

13.) If you have added the wrong Instructor, you can remove them by clicking the red **trash can** icon to the right of the Instructor's name.

a. Please note, IF a Rotation has ALREADY started, you cannot truly remove the Instructor. Internally, mCE will keep a record that the Instructor was at the Hospital from the Start Date of the Rotation until the date you clicked the "Remove" button.