



Office of Clinical Education

Topic: Advanced Practice Provider File Upload Instructions for CV and Certifications

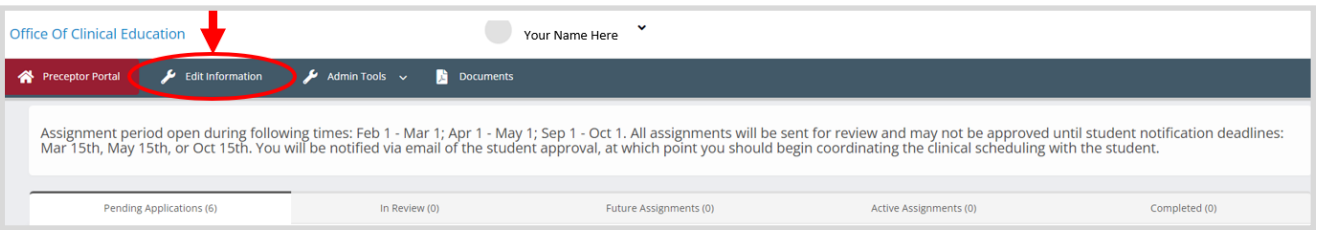
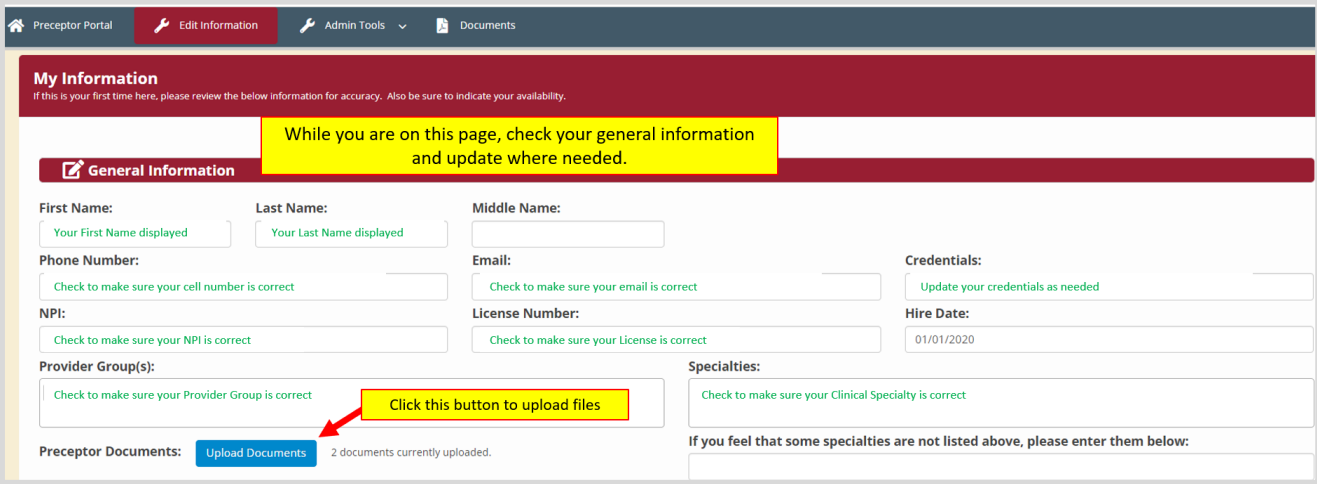
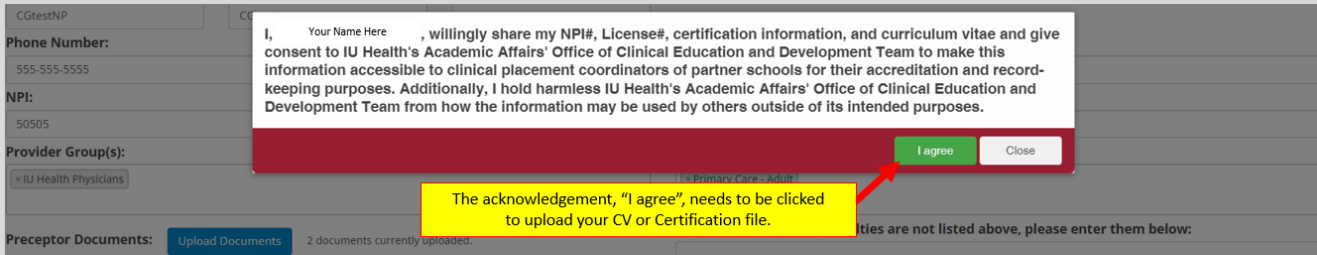
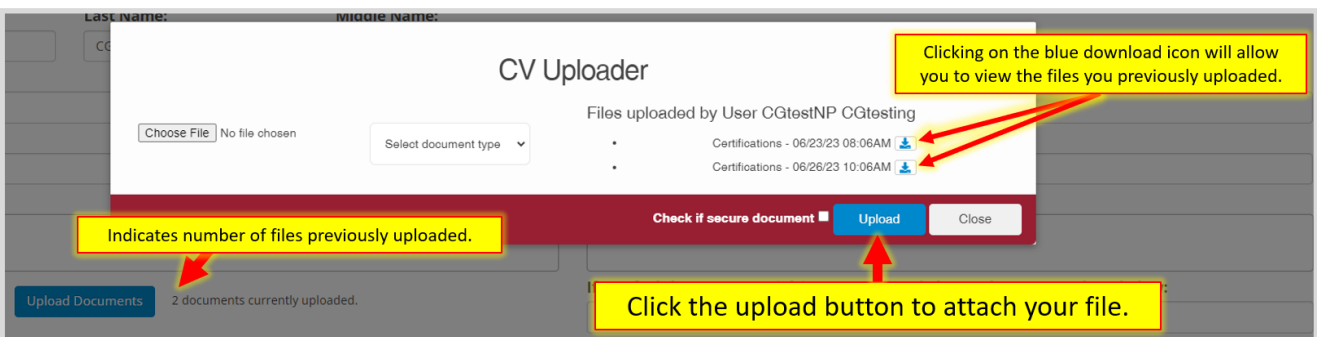
Effective Date: 08.08.2023

Audience: OCE Preceptors

Contact: OCE@iuhealth.org

Overview: This document provides step-by-step instructions for OCE preceptors to upload their CV & Certification(s) to facilitate document-sharing with school Coordinators and OCE.

OCE Preceptor CV & Certification File Upload

Step	Action
1	Preceptors log into their OCE account using their NTID with the MS Authenticator multi-factor authentication process.
2	From the default OCE page, click to select "Edit Information" 
3	From the "Edit Information" page, click "Upload Documents". 
4	The acknowledgement statement will pop-up and your acknowledgement will be required to allow file upload. 
5	Once acknowledged, you can click on the "Upload" button to attach your file. Clicking on the blue download icon will allow you to download and view the files you previously uploaded. 

This process will allow the school coordinator and OCE access the preceptor's CV & Certifications —documents typically asked for by schools for their accreditation files.

[Email OCE@iuhealth.org](mailto:OCE@iuhealth.org)