

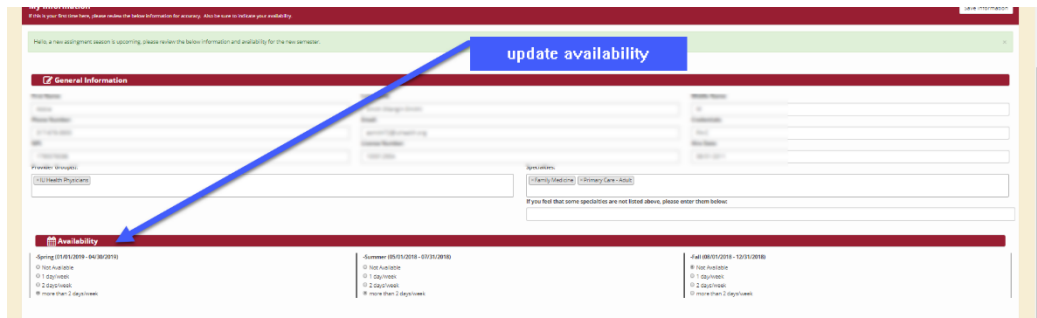
IU Health Office of Clinical Education (OCE) for APP students

Database access instructions for Preceptors

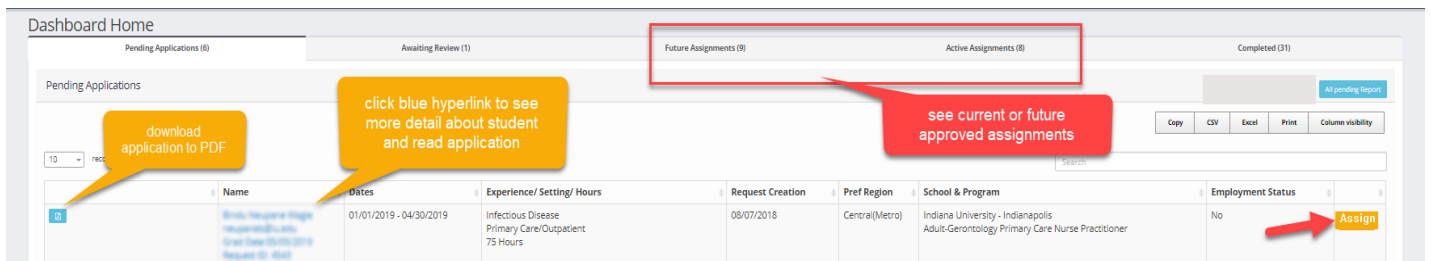
1. Registration:

- OCE creates accounts and sends activation email to new users
 - *contact oce@iuhealth.org or 317-962-5048 to request account
- Click link in activation email (sender is Center for Physician Education) to create a password
- To return to the site, log in at <https://iuhealthce.org/OCE/dashboard>

2. Verify your information and availability each semester on the Profile page



3. View student applications in **Pending** tab or review upcoming scheduled assignments in **Future** or **Active** tabs



4. Assign yourself a student during the "Assignment open period" (see chart).

**PA students will be directly arranged with Preceptor and automatically added by the school coordinator*

Semester	Student Application Period	Open Period for Arranging Assignments	Final Notification to Student
Summer (May-Jul start dates)	Dec 1 - Feb 1	Feb 1 - Mar 1	March 15
Fall (Aug-Dec start dates)	Mar 1 - Apr 1	Apr 1 - May 1	May 15
Spring (Jan-Apr start dates)	July 1 - Sep 1	Sep 1 - Oct 1	Oct 15

Goals and benefits for administrator and preceptor access

- Help OCE maintain **accuracy of information** about sites and providers who precept
- **Student selection:**
 - Access to the entire pool of potential students may aid in proactive selection and evaluation of best-suited learners for your area
- **Decreased cold-calls**
 - Expectation is set with affiliated schools that students must register with our office
 - OCE is asking students to refrain from calling preceptors or sites now that our office and practice leaders have access to their requests and information