



Quick Start Guide – Add/Edit Preceptors

1. Log-in using your Orientation Nurse Username & Password
2. Choose “Add Preceptor” from dropdown under Preceptors OR  click on the Preceptors List 

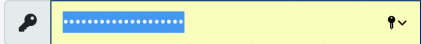
DASHBOARD PRECEPTORS + LEARNERS + CURRICULUM +

Add Preceptor

Username *

Zach

Password *



Remember me

Log in

Forgot your password? Forgot your username?

3. Fill in the fields to complete the Preceptor record.

New Preceptor

First Name:

Last Name:

E-Mail

Phone

Input 10 digits only: #####

Communication Method

Orientation Nurse

No

Affiliate

Acme General (RN, Tech, Triage RN, Charge Nurse)

Beta Emergency Department (RN)

Charlie Emergency Department (RN, Head Nurse)


Primary Affiliate

Acme General (RN, Tech, Triage RN, Charge Nurse)









Save

At least one **Affiliate**, **Primary Affiliate**, and a **Communication Method** (even if no email/phone number are available) must be selected or an error will be produced.

4. View (📄) and Edit (✎) Preceptors as needed from the Preceptor List View.

Preceptors 

Search:

	FIRST NAME	LAST NAME	E-MAIL	PHONE	AFFILIATE	SHIFT	WEEKEND	C.N.	ACCOMPLISH..
  	Zach	Norman	 zach@nurs...	(217) 313-0563	Acme General (...)	Days: 06:45-19:15	Yellow Weekend	<input checked="" type="checkbox"/>	Charge Nurse, T
  	Rachel	Hodo	 rachel@nur...	(217) 341-0323	Acme General (...)	Evening Shift: 14:45-	Orange Weekend	<input checked="" type="checkbox"/>	Charge Nurse, T

5. Once Preceptor Records are created, Learners can be added.