

## 2018 Introduction to IT at MUSC

Application Name	How To Access	Summary
MUSC Homepage	<a href="http://my.musc.edu/?default=hospital">http://my.musc.edu/?default=hospital</a>	Link to: <ul style="list-style-type: none"> <li>• MyQuest</li> <li>• SIMON Messaging</li> <li>• Clinician Order Forms</li> <li>• MUSC Medical Intranet</li> <li>• Human Resources</li> </ul>
E* Value  a medhub product	<a href="http://evaluate.musc.edu">http://evaluate.musc.edu</a>	Recording of resident hours/evaluations
Webapps	<a href="https://webapps.musc.edu/">https://webapps.musc.edu/</a>	Website to access clinical applications when offsite/remote.  Note: 2factor is required when you are off-campus
Xero 	Icon on your desktop	Radiology Images & Reports
Outlook 	Icon on your desktop  Outlook can also be accessed through the web at <a href="https://exchange.musc.edu">https://exchange.musc.edu</a> or <a href="mailto:mail.musc.edu">mail.musc.edu</a>	MUSC email system  Note: 2factor is required when you are off-campus
Mobile Devices 	<a href="https://sp.musc.edu/ocio-is/email/mobiledevices/Pages/default.aspx">https://sp.musc.edu/ocio-is/email/mobiledevices/Pages/default.aspx</a>	Please call Helpdesk at 792-9700 for assistance with setup

If you cannot access any of the above, please call the Helpdesk at 792.9700 or email at [helpdesk@musc.edu](mailto:helpdesk@musc.edu) for assistance.

## IT Reference Sheet

<b>Computer Use Policy</b>	<a href="http://academicdepartments.musc.edu/ocio/policies/cup.pdf">academicdepartments.musc.edu/ocio/policies/cup.pdf</a>
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**Do not share your NetID password with anyone, regardless of the reason**

**Do not ask or allow co-workers to log into MUSC applications using your log in information**

**Do not use MUSC email for personal communications**

<b>NetID Password</b>	<b>netid.musc.edu</b>
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How to reset your password:

Online – go to [netid.musc.edu](http://netid.musc.edu), enter your NetID and click "Forgot Password". You will have two options:


1. Answer three of your security questions in order to reset your password
2. Reset your Password using the Reset Portal, <https://netid-sspr.musc.edu/>

**Note:** You must register your external email at <https://mainweb-y.musc.edu/infoservices/reg-extemail>. (You must be on the MUSC secure Wi-Fi/Network)

**In person** – Take your MUSC ID badge and go to one of the locations listed below. They will provide you with a temporary password that you can use to reset your password.

### Locations to obtain a temporary password:

Medical Center Security Desk	1st floor lobby North Tower	(Sun-Sat, 24 hrs)
Library Systems Office	4th floor Education Center/Library	(Mon-Fri, 8am-5pm)
Information Services	2nd floor Harborview Office Tower	(Mon-Fri, 8:30am-5pm)

Getting Help	
	<p>Help Desk 792-9700 Support is available 24X7, but primary hours are Monday through Friday, 6:30AM to 6:30PM</p> <p>MUHA Intranet – <a href="http://musc.edu/medcenter">musc.edu/medcenter</a> IT Information – <a href="http://musc.edu/infoservices">musc.edu/infoservices</a></p>
What the Help Desk does NOT provide support for:	Contact:
Home computers/printers	
Fax Machines	Machine manufacturer listed on the fax machine
Desk Telephones, network/data circuit requests	University Communications - 792-9980
Simon paging and pagers	Hospital Communications - 792-7992
Medical devices	Biomed - 792-3984
Outlook Address Book, MUSC Directory, (Super User)	Changes to how your name appears in Outlook and the MUSC Directory ( <a href="http://find.musc.edu">find.musc.edu</a> ) are handled by your Super User. To find out who your super user is go to <a href="http://fimportal.musc.edu">fimportal.musc.edu</a> and log in with your NetID> My Profile > Super Users
Audio/Visual	Classroom Hotline - 792-9000

<b>Email</b>	<b>Web Access: <a href="http://exchange.musc.edu">exchange.musc.edu</a></b>
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Do NOT use MUSC email for personal communications  
 Avoid sending large email attachments whenever possible



Logging into Email: If prompted for a login, type in "clinlan\netid" ex. "clinlan\hjp"

How long can you keep your mail?  
 Inbox, Sent Items and any folder created under Inbox - 180 days (six months)  
 Deleted Items – 14 days (2 weeks)

If you need to keep email longer because of work responsibilities, contact the Helpdesk at 792-9700 to have archives set up for you.

<b>Cloud Storage System</b>	<b><a href="http://box.musc.edu">box.musc.edu</a></b>
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To ensure that patient data is always protected, it is very important that protected data is only stored on cloud services that have entered into a BAA with MUSC. Currently, the only cloud based storage system that has done this is box.

**Unapproved Cloud Service**

Includes but is not limited to:

- |         |              |                    |
|---------|--------------|--------------------|
| Dropbox | Google Apps  | Microsoft OneDrive |
| iCloud  | Google Drive | Apple iCloud       |
| Egnyte  | Open Drive   | Amazon Cloud Drive |

<b>Simon</b>	<b><a href="http://simonweb.musc.edu">simonweb.musc.edu</a> (Off campus - <a href="http://simonproxy.musc.edu">simonproxy.musc.edu</a>)  <b>Communications Call Center - <a href="http://mcintranet.musc.edu/cc">mcintranet.musc.edu/cc</a></b></b>
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From the Simon web page, you can send messages, change you own messaging status, view message history and access the MUSC Communications Call Center’s home page.

If the web site is not available, messaging is always available via 792-2123 or dialing "0" from any campus phone.

<b>MUSC Alerts</b>	<b><a href="http://musc.edu/muscalert">musc.edu/muscalert</a></b>
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Alerts students, faculty, and staff to emergency situations on or near our facilities.

## Workstation Overview



- If you're using a SAL or PCI machine, always log off at the end of your shift or when leaving your station for an extended amount of time, such as a meal break.
- If you encounter a workstation that is logged on with someone else's NetID, log them off before doing any work

## Phishing

### Send suspected phishing emails to [phishing@musc.edu](mailto:phishing@musc.edu).



Phish emails:

- Ask you to click on a link so you can verify, confirm, or otherwise authenticate your NetID and NetID password.
- Ask you to click on a link so you can verify, confirm, or take some other kind of action in order to increase your email quota
- Contain poor grammar and typos.
- Start with a generic greeting like "Dear User"
- Contain threats and/or a false sense of urgency

## Two-factor

### [2fa.musc.edu](http://2fa.musc.edu)



Two-Factor Authentication is required in order to access MUSC email, Webapps or VPN while off campus.

Please visit the Innovation Station and ask for a representative to install Two-Factor Authentication on your mobile device. The Innovation Station will be open from 11 a.m. to 3 p.m., and it is located at the 1st floor of the MUSC library. If you have any questions, please call Helpdesk at 843-792-9700.

Note: It is strongly recommended you choose Mobile App as your method of notification

When answering your security questions remember:

- You cannot use the same answer for more than one question
- Answers are not case sensitive
- There is a minimum character limit of 4
- Be sure to select questions where the answer will not change

**IMPORTANT:** If you are not trying to log into a MUSC system, **DO NOT PRESS Authenticate!** Please tap "**Deny and Report Fraud.**"

## Microsoft Office 365

MUSC is offering Microsoft Office 365 as a “free” option to all MUSC residents.

1. Please go to [office365.musc.edu](http://office365.musc.edu) and sign in with your active MUSC NetID and password.



Sign in with your MUSC NetID

Sign in

For login assistance, please call 843-792-9700.

2. You will be presented with the option to install the latest version of Microsoft Office 365.



*Note: Microsoft Office 365 can be installed up to 5 machines including mobile devices. They are all tied to the MUSC NetID so when residents' leaves MUSC, the software will go into reduced functionality mode. During the residents' tenure here at MUSC, the software will be fully functional on those 5 machines including mobile device.*

# E\*Value Instructions for Residents

## About E\*Value

E\*Value, from Advanced Informatics of Minneapolis, Minnesota, is a widely used, web-based system the Graduate Medical Education (GME) Office began using for all MUSC GME programs in 2003 to facilitate managing resident, faculty, and program evaluations, logging of residents' procedures/diagnoses, managing residents' procedure privileging, and logging/monitoring resident duty hours in accordance with ACGME requirements. E\*Value is used by all of the Colleges at MUSC for similar tasks.

## Basic Information

To login to E\*Value please go to [www.evaluate.musc.edu](http://www.evaluate.musc.edu) and login with your MUSC NetID and password.

## Program Selection

When you log into E\*Value, you will be prompted to choose one of the Selection programs to which your E\*Value account has been linked (if your account has been linked to more than one program).

- If logging duty hours or procedures, **always select your Home Program**. Your Home Program is the specific program that is listed on your employment contract. For residents in combined programs (Medicine/Pediatrics, Medicine/Psychiatry, or Psychiatry/Neurology), the Home Program is the combined program, not either of the component programs.
- If filling out evaluations, you will be able to see how many pending evaluations you have in any particular program listed in parenthesis beside the program name in the program listing. Choose the program of interest, then click on **Complete Pending Evaluation** to see the list of evaluations pending for your completion within that program.

## Duty Hours

All duty hours (hours spent on duty on campus or at an affiliated training site) must be logged in E\*Value.

- Residents are contractually required to log duty hours at a **minimum of every fifteen days**.
- Residents are allowed to log future vacation time or days off. However, they are **not** allowed to log future work hours/shifts.
- Log all duty hours under the Home Program, selecting the appropriate task for each entry of hours.

## Procedures

Log your clinical procedures, after you perform them, in E\*Value. Consult with your Program Director or Program Coordinator for whether surgical procedures should be logged in E\*Value, ACGME's national site, your department/program's specific database, or more than one of these. MUSC nurses can login to E\*Value to look up the supervision necessary for any particular resident to perform a specific procedure.

## Evaluations

Residents will be requested to complete various evaluations throughout their time in their MUSC residency program. Here are some of the evaluation types you may encounter or use while in residency (note this is not an exhaustive list):

- Supervisor – At the end of a rotation/activity, you likely will be asked to evaluate your supervisor.
- Ad Hoc Evaluations – You (and other staff – attending, nurses, etc.) may spontaneously evaluate residents and faculty with "Praise" or "Concern" cards through this type of evaluation. Click on Evaluations, then Initiate Ad Hoc Evaluations to pull up and submit one of these evaluation forms.
- Procedure – As you log your procedures, depending on the setup within your program, an Attending will evaluate the performance and verify the procedure.
- Rotation – You may be asked to evaluate specific rotations/sites by your program.
- Program – Much like the rotation, your program may wish to evaluate your program overall.

## E\*Value Login

First navigate your browser to <http://evaluate.musc.edu/>

Then click on the Log into E\*Value button, then login using MUSC NetID/password

**IMPORTANT: Note all browser windows must be closed to fully logout.**

welcome to the  
MEDICAL UNIVERSITY of SOUTH CAROLINA

**MUSC Web Single Sign-On Service v2.0**

NetID   
Password   
Continue

The MUSC single sign-on service is built on the open source Shibboleth authentication service developed by the Internet2 middleware initiative.

**DISCLAIMER:** This system is solely for the use of authorized MUSC users. The information contained herein is the property of MUSC and subject to non-disclosure, security and confidentiality requirements. MUSC shall monitor system usage for unauthorized activities. Any user accessing this system expressly consents to such monitoring.

Shibboleth @ MUSC  
What is Shibboleth?  
How does it work?  
How can I join?  
[Login Problems?](#)

## Log Duty Hours

- Go to **Home** → **Time Tracking** → **Log Time**  
OR  
Go to **Time Tracking** → **Time Tracking Management** → **Manage Time** → **Log Time**
- Select Task then Activity level
  - If VA, be sure to choose Task level first as **VA**,
- The difference between planned duty hours vs. unplanned duty hours (whether at MUSC or the VA) is that planned duty hours are the hours you would be expected to work on campus under ordinary circumstances, while unplanned duty hours are hours where you unexpectedly have to stay late on-campus or hours in which you have had to unexpectedly return to campus. Only on-campus hours are counted as planned or unplanned duty hours; per ACGME, off-campus hours, even if you are on call, do not count as planned or unplanned duty hours. Task types other than planned or unplanned duty hours may be applicable for some residents in some situations; consult your program coordinator or director regarding how they want you to use other task types you may see in your task list.
- Enter **Start and End Time** → **Tasks/Activities** (how were hours spent). You may enter a comment about the shift if desired; comments may particularly help your program director understand your unplanned duty hours.
- Use the calendar to apply the applicable date(s)

User \*  
Hung Vo

Task \*  
In-House Call

Activity \*  
Please select...

Start and End time \*  
3:30pm to 11:30pm (8 hrs)

Enter a comment about the shift (optional)

March 2017

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Planned Duty Hours
  Unplanned Duty Hours
  In-House Call
  Vacation and other Non-Duty Hours

**Duty Hours for Hung Vo**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
26	27	28	1	2	3	4	
5	6 In-House Call Advanced Surgery_New 2:45pm-10:45pm	7 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	8 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	9 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	10 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	11	32.00 hours 8.00 hours <b>Total: 40.00 hours</b>
12	13	14	15	16	17	18	
25	26	27 Vacation Advanced Surgery_New 2:45pm-10:45pm	28 Vacation Advanced Surgery_New 2:45pm-10:45pm	29 Vacation Advanced Surgery_New 2:45pm-10:45pm	30 Vacation Advanced Surgery_New 2:45pm-10:45pm	31 Vacation Advanced Surgery_New 2:45pm-10:45pm	40.00 hours
							32.00 hours 8.00 hours <b>Total: 40.00 hours</b>

Vacation and other Non-Duty Hours: 40.00 hours

To edit an entry, click the linked task. To delete an entry, click the icon. If comments were logged for an entry, click on the icon to open the comment.

The Totals column may or may not display, depending on your program's configuration.

The current date will be highlighted. Your ability to log entries into the future may be restricted by your Program Administrator.

To view Statistics and Violation information. Click the **View Stats Report** link.

[View Stats Reports](#)

## Case Logs

1. Go to Home → Case Logs → Log New Case  
OR  
Go to Case Logs → Case Log Management  
→ Manage Case Logs → Log New Case
2. Add New
3. Fill in the information fields on each tab as appropriate
4. Save Record

## Log New Case

Main | Procedures | **Review**

Print this page

Interaction Date \* 03/24/2050  
 Rotation \* Critical Care  
 Setting \* In-Patient  
 Supervisor \*  
 Patient ID \* 024373  
 Gender \* Male  
 Supervisor's role \* Attending on campus  
 Age \* Adult  
 Notes \*

Primacy	Procedure	Your Role
1	Cardioversion	Observer
2	Central Venous Catheters	Observer
3	Chest tube	Observer
4	Combined Spinal-Epidural	Observer
5	Cricothyrotomy	Observer

Save Record Cancel

## Evaluation

You will get an email telling you to fill out an evaluation for faculty, rotations, activities, etc.

1. Pending Evaluations - either Edit them or Suspend them
  - Edit - fill out evaluation
  - Suspend - use this if you should not have received this evaluation. (example: wrong person, not right evaluation, etc.)
  - **IMPORTANT:** Type the reason why you suspended it
2. Completed Evaluations: past evaluations you have completed
3. Ad Hoc Evaluations
  - Everyone has access
  - File any time, on any person

Evaluation will be grouped by Activity and Time Frame.

Rotation: ART Clinic      Site: Pt Care MUHA PPS ART  
 Period: 08/29/2050 - 09/25/2050      Time Frame: 08/29/2050 through 09/25/2050

Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Rotation	ART Clinic	09/27/2016	Not available	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Clinical Educator	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Clinical Educator	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Clinical Educator	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Trainee Self	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>

Click Edit Evaluation to open and edit the evaluation.

If an evaluation was incorrectly assigned, you may click the Suspend link to generate an email to your administrator requesting that the evaluation be removed.

If a picture of the evaluation subject is available, you may click the View Picture link.

Click the View/Print link to view a non-editable version of the evaluation that can be printed.



## Helpful Instructions:

How to complete pending evaluations?

1. Go to **Home** → **Evaluation** → **Complete Pending Evaluation**  
OR  
Go to **Evaluations** → **Evaluation Management** → **Manage Evaluations** → **Complete Pending Evaluations**

How to complete an Adhoc Evaluation (On-the-Fly)?

1. Go to **Home** → **Evaluations** → **Initiate Ad hoc Evaluations**  
OR  
Go to **Evaluations** → **Evaluation Management** → **Manage Evaluations** → **Initiate Adhoc Evaluations**
2. Select the evaluation type you would like to create under Select an evaluation type
3. Indicate the subject of the evaluation under Who would you like to evaluate?
4. Select the rotation that this activity is based on under Activity
5. Select the time period that this evaluation will apply to under Time Frame
6. Click the **Next** → button to create your evaluation

How to log duty hours?

1. Go to **Home** → **Time Tracking** → **Log Time**  
OR  
Go to **Time Tracking** → **Time Tracking Management** → **Manage Time** → **Log Time**

How to log new procedures?

1. Go to **Home** → **Case Logs** → **Log New Case**  
OR  
Go to **Case Logs** → **Case Log Management** → **Manage Case Logs** → **Log New Case**

How to view procedure logs?

1. Go to **Reports** → **Reports** → **Case Log Reports** → **Procedure Logs by Trainee**
2. Set the **Start** and **End** dates on the academic year
3. Click **Next** → to view your procedure logs

How to view immunization and certification status?

1. Go to **Reports** → **Reports** → **Personal Records** → **Personal Records Status**

How to view aggregate performance?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **Aggregate Performance**
2. Set the **Start** and **End** dates to either the first half, second half, or the academic year
  - a. Optional: Change the **Activity** to the specific activity you are looking for
3. Select the resident under **Trainee** and click the **Next** → button to view the attending aggregate data report
4. If this page is not in Expanded view, click **Expanded View** highlighted in either blue or purple
5. To see the comments, scroll down to the bottom of the page and click **Show Comments** highlighted in either blue or purple

How to view aggregate comments?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **Aggregate Comments about Trainee**
2. Set the **Start** and **End** dates to either the first half, second half, or the academic year
  - a. Optional: Change the **Activity** to the specific activity you are looking for
3. Select the resident under **Trainee** and click the **Next** → button to view the trainee comments report

How to view my performance?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **My Performance by Activity**
2. You can filter the list of reports by selecting a time period from the drop-down list. The time period drop-down options are determined based on the depth of your performance data.
3. To view your performance results for all scheduled activities from the time period you selected, click the link in the last row of the table.

**My Performance Reports For The Last**  [Overview PDF](#)

Activity	Start	End	Completed
<a href="#">New Born Nursery new</a>	02/11/2016	03/09/2016	3 of 3
<a href="#">New Born Nursery new</a>	04/07/2016	05/04/2016	2 of 2
<a href="#">All Activities for the last 12 months</a>	08/08/2015	08/08/2016	5 of 5

How to view completed evaluations?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **Completed Evaluations about Trainee**
2. Set the **Start** and **End** dates to either the first half, second half, or the academic year
  - a. Optional: Change the **Activity** to the specific activity you are looking for
3. Click **Next** → to view the trainee evaluations summary
4. Click **View Evaluation** to view the completed evaluations

### **E\*Value Help**

For any problems you have with E\*Value, please first consult your Program Coordinator. Your Program Coordinator has access to other resources, if necessary.

For questions regarding E\*Value, please contact Hung Vo at [voh@musc.edu](mailto:voh@musc.edu)