New Student Information Instruction Sheet

If you cannot log in or do not see the Initiate Self-Evaluation button in your Evaluations tab please send your eRaider name and HSC Email address to Lauren Findley (lauren.findley@ttuhsc.edu) or Educational Technology Shared Email at edtechsom@ttuhsc.edu and someone will assist you as soon as possible.

Please note that you must have activated your eRaider and HSC email in order to sign into MedHub. HSC Email Policy states your email must be first_name.last_name@ttuhsc.edu or first_name.middle_initial.lastname@ttuhsc.edu. If your email address does not follow this convention, please change it. If you need assistance with activating your eRaider or activating/changing your HSC email address please contact one of the emails listed above.

To sign into MedHub, please go to https://ttuhsc.medhub.com/index.mh and click on the upper left hand button that says eRaider Login.
New Student Information Instruction Sheet

From there you will be taken to a login page where you must sign in with your eRaider username and password.

Once you log into MedHub using your eRaider credentials, you will be taken to the Home Page.
New Student Information Instruction Sheet

To access the evaluations you need to fill out, click on the **Evaluations Tab** on the top.

You will be taken to a screen where you can see your Evaluation Requests (you won’t have any yet). To self-initiate your New Student Information Sheet, click on the button that says **Initiate Self Evaluation**. (This might be on the side of the page or at the bottom depending on the width of your browser.)

Now you should see the form that is about to be created for you called New Student Information Sheet in the course AAA – New Student Orientation. **Click Submit.**

You are now viewing the New Student Information Sheet. Notice any question that is mandatory has an * at the end of the question. Any question that does not have this *, you may skip if you desire.

1. Please indicate the number of guests attending the White Coat Ceremony (limit = 10) *
New Student Information Instruction Sheet

At the bottom of the evaluation, when you are ready to submit, make sure the drop down box says **Submit Completed Evaluation** and then click the **Submit** button. If you are not ready to submit, you can change the drop down to Save Answers – I will finish later then click Submit.

If you have saved an evaluation for later, you will see it in your Evaluation Requests under the Evaluations tab. Please do not initiate a second evaluation. To complete the evaluation you have partially completed, click on the name of the evaluation in the request box to open the evaluation back up.

<table>
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<th>Date</th>
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<td>04/15/2019</td>
<td>-</td>
<td>-</td>
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