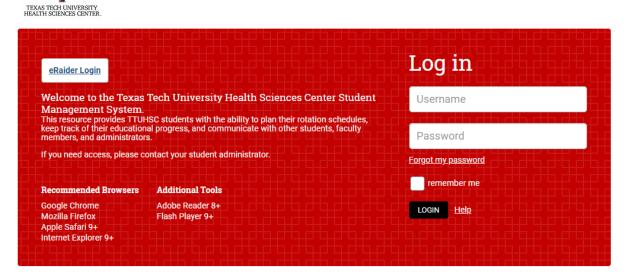# New Student Information Instruction Sheet

If at any time you find yourself in need of assistance while trying to fill out the New Student Information Sheet on MedHub, please contact either Lauren Findley (lauren.findley@ttuhsc.edu, 806-743-4194) or Victor Gonzales (victor.gonzales@ttuhsc.edu, 806-743-4192). Alternately you can email our Educational Technology Shared Email at edtechsom@ttuhsc.edu and the next available person in our department will assist you a.s.a.p.

Please note that you cannot access this form until we have verified that you have a validly formatted email address. If your HSC email address does not match the required format of firstname.lastname@ttuhsc.edu, please look back over your instructions on how to update/ change your HSC email address. Once you have updated your email address, email Lauren or EdTech (email addresses above) and we will verify your address and give you access to the form.
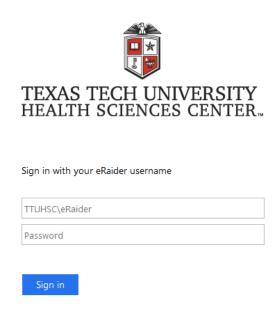
To sign into MedHub, please go to **https://ttuhsc.medhub.com/index.mh** and click on the upper left hand button that says **eRaider Login**.

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.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Sign in with your eRaider username

| TTUHSC\eRaider |

| Password |

Sign in

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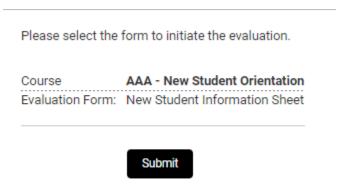
New Student Information Instruction Sheet

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**.

New Student Information Instruction Sheet

Please select the form to initiate the evaluation.

Course **AAA - New Student Orientation**

Evaluation Form: New Student Information Sheet

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) *

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.

Submit completed evaluation ▼   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.

New Student Information Instruction Sheet

Evaluation Requests

Evaluation	Date	Rotation	Service	Status
Self Evaluation - New Student Information Sheet	04/15/2019	- -	- -	Partially Completed