Professional Leave Form Instructions TTUHSC SOP

Approval for Professional Leave at TTUHSC SOP will now be completed through an electronic form in OrgSync. OrgSync is an online platform that is used across TTUHSC for Organization Management and Document Storage. You are still required to discuss your leave request with your preceptor and/or faculty per the new Professional Leave policy (http://www.ttuhsc.edu/pharmacy/documents/administration/policies/SOP_OP_77.P.28_Student Professional Leave 2016.pdf), but instead of submitting a paper form for their approval, you will enter the information into an online form and submit it for their approval.

If you have any questions or issues, please contact Amanda Hines - amanda.hines@ttuhsc.edu

Form Instructions

Click on this link to access OrgSync: https://orgsync.com/login/texas-tech-university

Click on the white "Sign-in with eRaider" button. It will take you to the usual eRaider sign-in screen.



Once you have signed in you will be taken to the page on the left. You need to click on the "Organizations" button, which will take you to the page on the right.



In the search box, type your campus and "student council" – our example is using Dallas. Your campus' student council page should appear below the search box. Click on it and you will be taken to the page on the right. You need to click on the green "Join Now" button on the right.



You will be asked to provide a reason to join in the pop-up box. "Student" is all you need to type and then click the green "Submit Request" button. Once an administrator has approved your request to join the group, the group page will look like the screen on the right. Click on the "Forms" button. Because this requires approval before you can complete the form, please don't wait until the last minute to join the group.

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Search Name, Description This organization requires administrator approval to join. Please provide a reason why you would like to join, and you will be notified when your request is approval. There are no forms which matcher Role to Administrators REQUIRED Reason to join Submit Request	Write something	See All

You will be taken to a page with a list of forms. Click on "Professional Leave – *Campus*" – your form will have your campus name in the title. You will be taken to a page that has the all the information and instruction that was on the old form. Click the green "Begin Form" button at the bottom of the screen.



The next page asks you whom you are submitting on behalf of. All you need to do on this screen is click the green "Next" button.

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The electronic form contains all of the same information as the previous form. Fill out the form completely. Please list all courses that you are enrolled in and will be missing, regardless of the attendance policy in the course. Also, you will need to list any mandatory event or activity (such as Back to Campus Day or IPE Symposium) you are missing and the faculty member who has authority to excuse you. Enter the email address for each preceptor and/or faculty in a separate box.

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Please enter all clerkships, courses, or required events (i.e. IPE activities or Back to Campus Day) that will be missed as well as the name of your preceptor/course team leader - use a new line for each course. REQUIRED Dample: PHAR 4656 - Ambulatory Care - Dr. Krystal Edwards	PHAR 4275 - Ambulatory Clinkal Skills - Or. Mary Kein PHAR XXXX - SI, Heatik - Nutriton - Dr. Amanda Hines PHAR XXXX - Neuro & Psych - Dr. Becky <u>Mahan</u> PHAR XXXX - Case Studies II - Dr. <u>Chephra</u> McKee
	Please enter the email address for each preceptor and team leader for all of the clerkships, courses, or events listed above. Only put one email address in each box.
Please enter the email address for each preceptor and team leader for all of the clerkships, courses, or events listed above. Only put one email address in each box.	Preceptor/Course Team Leader Email Address REQUIRED
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Preceptor/Course Team Leader Email Address REGUIRED	Validation Valid input may include: name@myschool.edu
	Preceptor/Course Team Leader Email Address
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Once you have completely filled out the form click on the green "Next" button at the bottom. This will take you to a page that says "You're Almost Done". On this page you must click the green "Finish" button or your form will not be submitted.

Preceptor/Course Team Leader Email Address	K K
Preceptor/Course Team Leader Email Address	TEST Professional Leave - DALLAS
Preceptor/Course Team Leader Email Address	You're Almost Done
	To review or change any of your answers, use the "Previous" button. To submit your form, click "Finish." This form is not submitted until you press "Finish".
Save & Finish Later Previce Continue	Pre-cus Finish

After you have submitted the form you can track the approval status from the "Forms" page and then clicking on the "View My Submissions" button on the right side of the page. You will then see a list of all forms you have submitted. To the right of the form name it will either say "Pending" in orange or "Approved" in green.

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•	SOP Student Event Form April 11											

If you click on the name of the form, you will be able to see all the information you filled out, as well as the approval status for each preceptor and/or faculty that you listed.

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Once all preceptors and/or faculty have approved the leave, you will receive an email from Amanda Hines or Rebecca Perry giving final confirmation from the Office of Professional Affairs that the leave is approved.

You are still required to submit proof of attendance to either Amanda Hines or Rebecca Perry per the instructions on the form in OrgSync.