

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.ttuhsoc.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

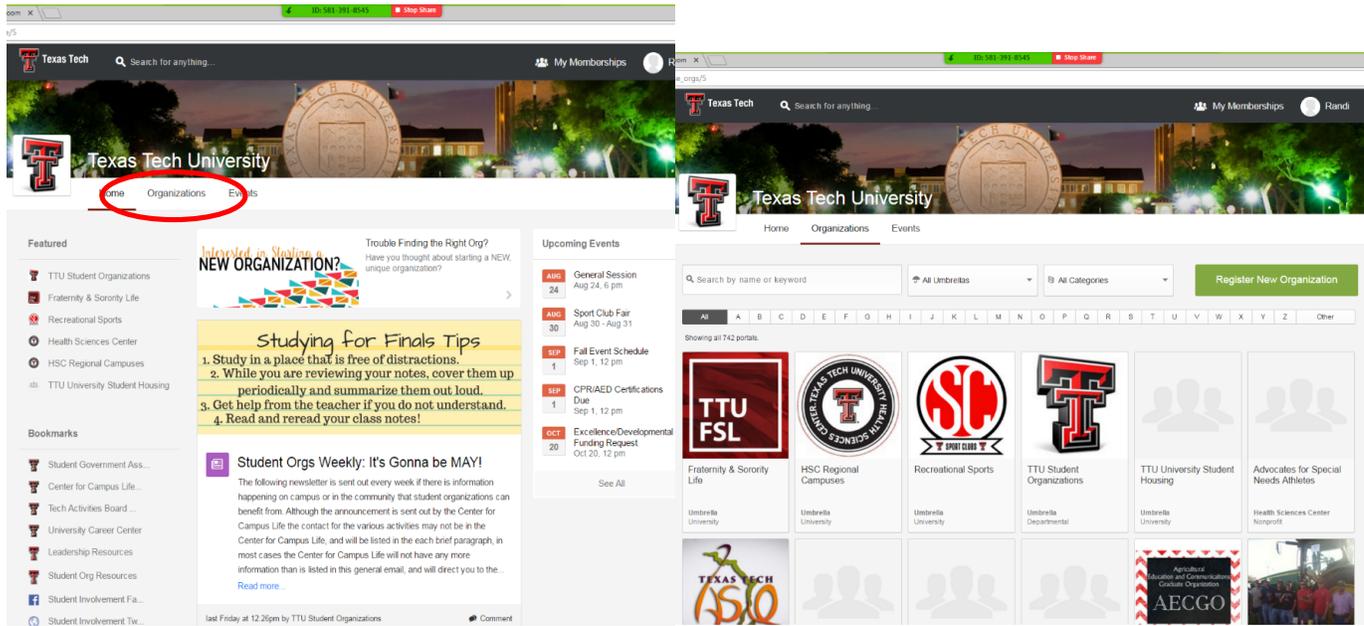
Form Instructions

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

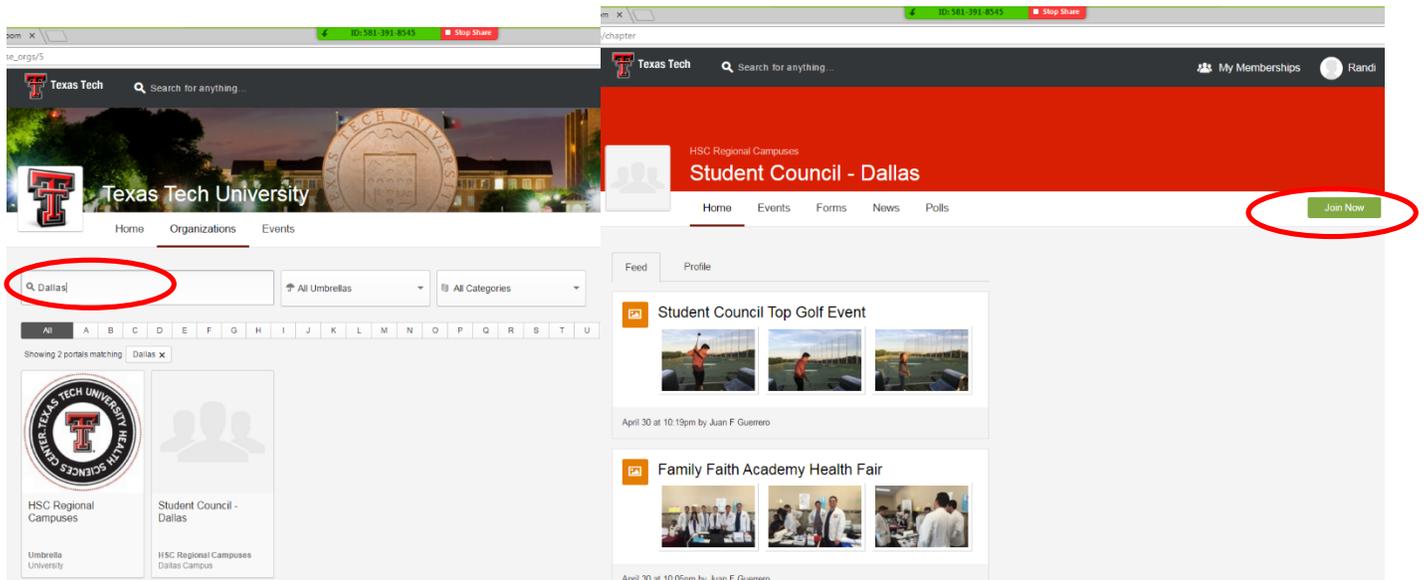
Click on the white “Sign-in with eRaider” button. It will take you to the usual eRaider sign-in screen.

The image shows two screenshots of the OrgSync website. The left screenshot displays the 'Welcome to OrgSync!' page with a 'Get Signed Up' form. The form includes fields for First Name, Last Name, Email Address, and Set a password, along with a checkbox for 'Agree to the Terms of the User Agreement' and a 'Create Account' button. The right screenshot shows the 'eRaider Sign-in' screen with fields for Username and Password, a 'Sign In' button, and a 'Set-Up Account' link. The background of the right screenshot features a Texas Tech University building and the motto 'STRIVE FOR HONOR Academic Integrity. Quality Enhancement'.

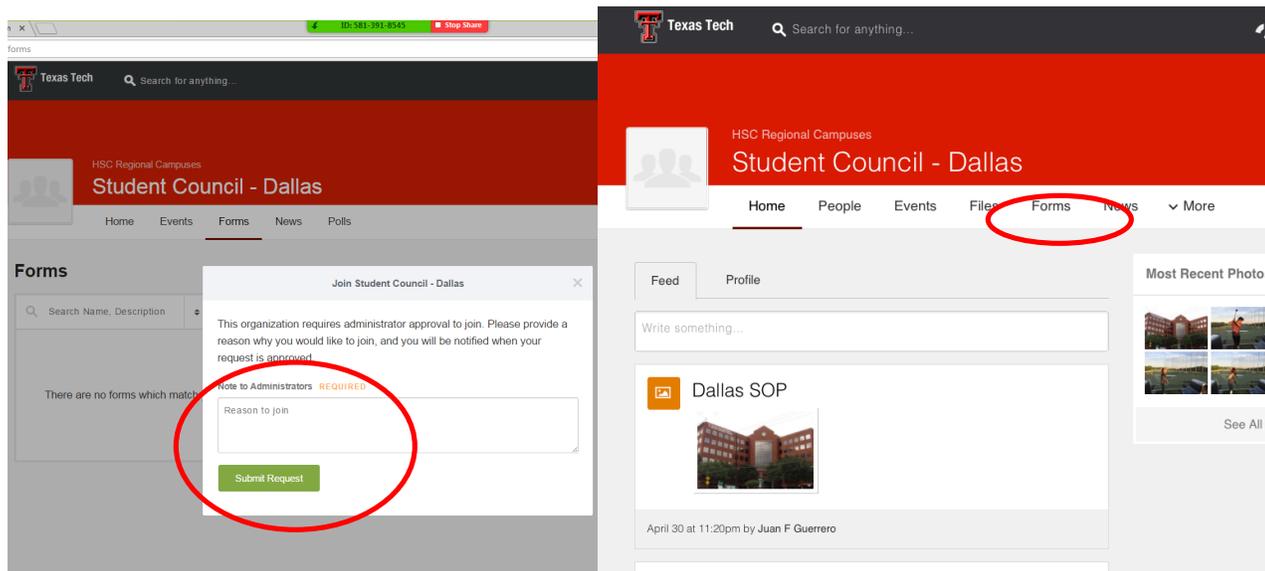
Once you have signed in you will be taken to the page on the left. You need to click on the “Organizations” button, which will take you to the page on the right.



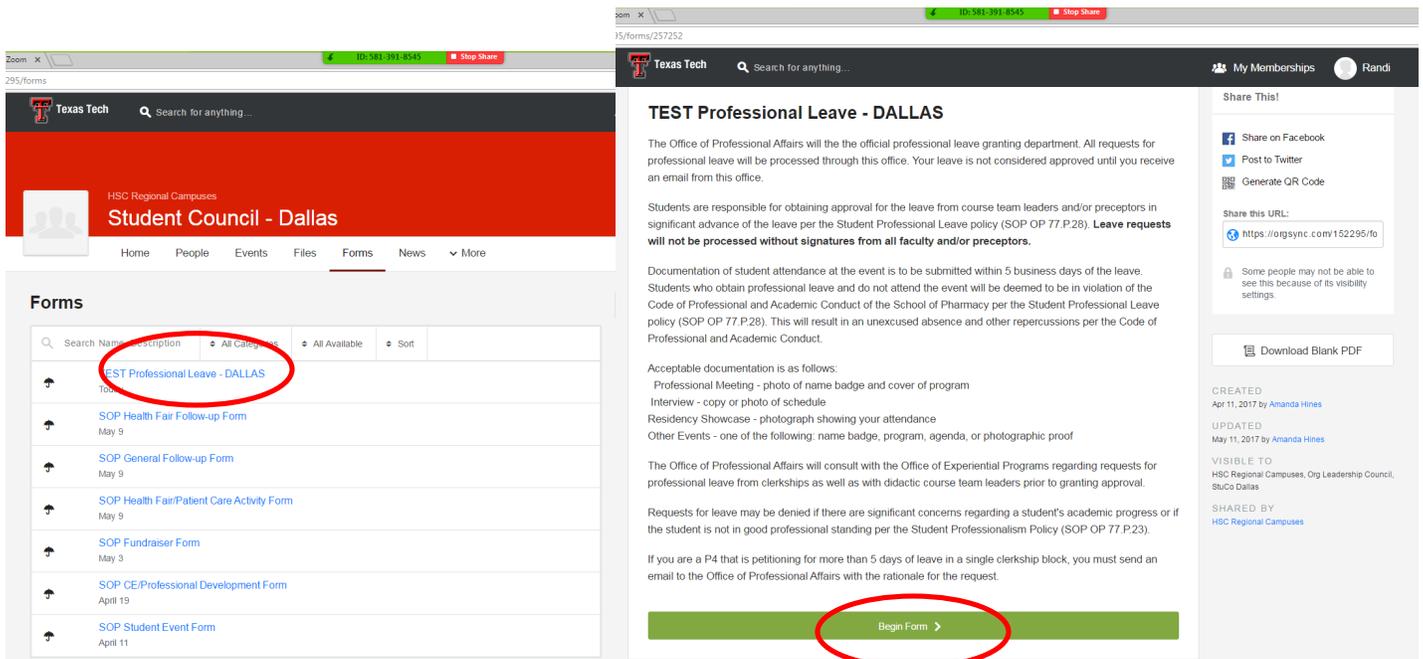
In the search box, type your campus and “student council” – our example is using Dallas. Your campus’ student council page should appear below the search box. Click on it and you will be taken to the page on the right. You need to click on the green “Join Now” button on the right.



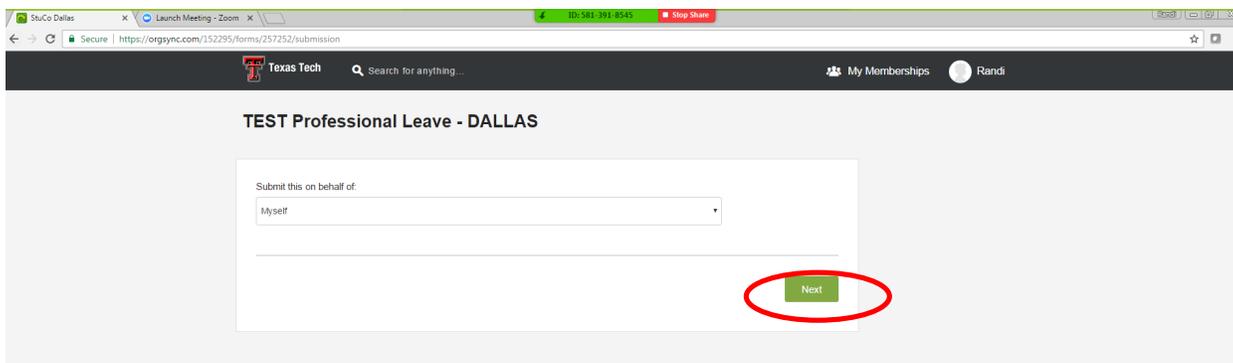
You will be asked to provide a reason to join in the pop-up box. “Student” is all you need to type and then click the green “Submit Request” button. Once an administrator has approved your request to join the group, the group page will look like the screen on the right. Click on the “Forms” button. Because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



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.



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.

Zoom X ID: 581-391-8545 Stop Share 2295/forms/257252/submit_on_behalf_of

PHAR 4275 - Ambulatory Clinical Skills - Dr. Mary Klein
 PHAR XXXX - GI, Hepatic, & Nutrition - Dr. Amanda Hines
 PHAR XXXX - Neuro & Psych - Dr. Becky Mahan
 PHAR XXXX - Case Studies II - Dr. Chephra 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.

Preceptor/Course Team Leader Email Address **REQUIRED**

mary.klein@ttuhsc.edu

Validation
Valid input may include: name@myschool.edu

Preceptor/Course Team Leader Email Address

amanda.hines@ttuhsc.edu

Validation
Valid input may include: name@myschool.edu

Preceptor/Course Team Leader Email Address

becky.mahan@ttuhsc.edu

Validation
Valid input may include: name@myschool.edu

Preceptor/Course Team Leader Email Address

chephra.mckee@ttuhsc.edu

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

Preceptor/Course Team Leader Email Address

Preceptor/Course Team Leader Email Address

Save & Finish Later Previous **Continue**

Zoom X ID: 581-391-8545 Stop Share forms/257252/submission

Texas Tech Search for anything...

TEST Professional Leave - DALLAS

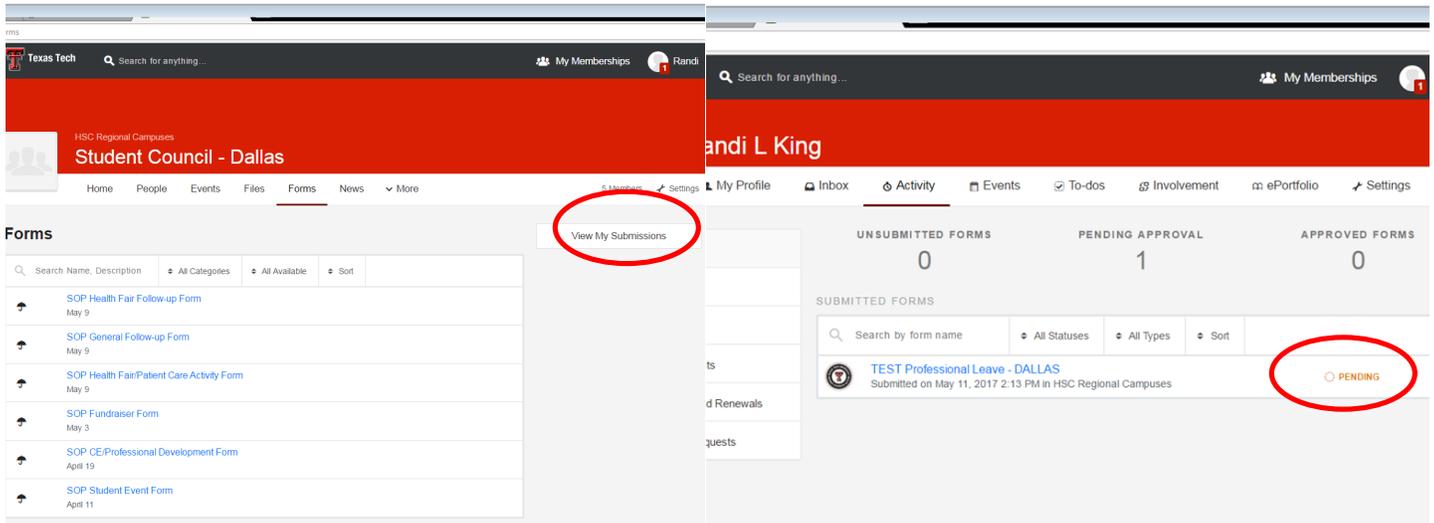
You're Almost Done

To review or change any of your answers, use the "Previous" button. To submit your form, click "Finish."

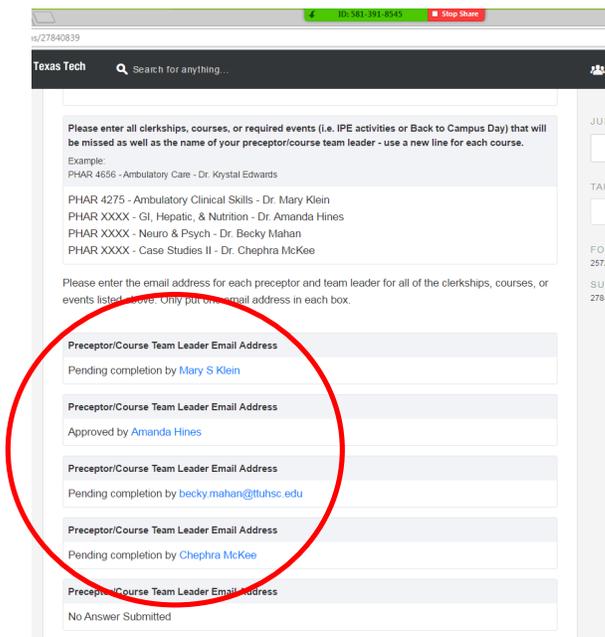
This form is **not** submitted until you press "Finish".

Previous **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.



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.



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.