Add Availability to CORE (preceptors)

Log into https://www.corehighered.com/login-elms

I.   **Preceptor and Site Information Review and Update** – see separately provided instructions

    1. Screenshot of instructions mentioned above
    2. Video recording accompanying instructions above.
    3. *NOTE:* **This information is reviewed by students when making their site preferences**

II.   **If the site name and location are correct, with no edits needed, proceed to bullet 3.**

III. **Go to SCHEDULING>>SUBMIT AVAILABILITY, then** *(as shown **here** or pictured on the next page)*

    1. Select each **2024-25 AVAILABILITY GROUP** of interest, one by one
    2. Select the appropriate **ROTATION TYPE**, if more than one is listed
    3. Select the appropriate **COURSE** if more than one is listed
    4. Enter the number of **STUDENTS** you would like for that block

        1. *Enter work schedule and comments as appropriate.*

    5. **Repeat the process for each block/rotation date**

        1. *If you have a second rotation type for a block, after updating select "Dupe" on the right to duplicated that rotation date then enter that availability*

    6. **Indicate if you have a max # of students for that rotation group.** For example, for APPEs, if would be a max number for the **entire year,** not a max for a single block.
    7. **Enter comments** if needed *(see bullet 1 for rotation or site description information)*
    8. **If you can't take students for a rotation group,** select that option at the bottom of the page.
    9. Select **UPDATE AVAILABILITY FOR GROUP** to save your submission. You may edit this up until the match starts at which time it will be temporarily locked. If you need to adjust your availability then contact Greg.G.Lee@cuanschutz.edu.
    10. **Repeat the process for each availability group of interest** (APPE, IPPE, aIPPE, etc.)

Do you know preceptors new to CU who would like to get involved? They can initiate the process at

https://rxpreceptor.com/signup/p/?CUAnschutz and enter code: **CUPRECEPTOR**

Availability Submissions (CU Pharmacy)

Select an Availability Group

Select an Availability Group
- *2024-25 APPE 6-week/240 hr blocks
- *2024-25 IPPE Health-System ELPD
- *2024-25 IPPE Community ELPD
- *2024-25 P3 advanced IPPE (aIPPE)

② Instructions

*2024-25 APPE 6-week/240 hr blocks **①**

If you need to submit availability for multiple rotation types for a rotation date, submit your rotation dates and student availability for the first rotation type, then click dupe next to the rotation dates that you need to add the additional availability to.

Rotation Date	Rotation Type *Required*		Course *Required* / Daily Schedule		Students	Status
APPE Block 1	Ambulatory **②**	▲	Select Course **③**	▲	2 **④**	New
				End Time		
	Select Rotation Type		**Select Course**			
	Ambulatory		**Ambulatory - Anticoagulation**			Enter schedule and comments as appropriate
	Community		**Ambulatory - Cardiovascular**			
			Ambulatory - Geriatrics			
	Elective		**Ambulatory - Home Infusion**			
APPE Block 2	**Health-System Acute General Medicine**		**Ambulatory - Long-Term Care**		End Time	0	New
⑤	**Health-System Institutional**		**Ambulatory - Multi-Disease State**			

- Repeat process for each available block.

- If you have a second rotation type for a block select "Dupe" on right then enter that availability *(e.g. maybe you offer both a community general practice rotation and an elective - administration rotation).*

- Repeat the process for each availability group of interest *(e.g. APPE, IPPE, aIPPE)*

Is there a maximum number of students you can take for *2024-25 APPE 6-week/240 hr blocks
For example, if you submitted (1) slot of availability for each rotation date above and that totals (10) slots of availability, but you only want to take (2) students total across all dates, please enter (2) in the box below.

If you want to accept as many students as the total number of availability you entered above, please leave this box blank.

This is optional, please only enter a number here if it is less than the total availability you've entered above.

Max **⑥**

Add limits for each rotation date

Please provide any additional information regarding this availability group:

⑦

⑧

☐ I am **not** able to take students for the listed dates

Update Availability for Group **⑨**

Don't forget to select UPDATE to save your availability!