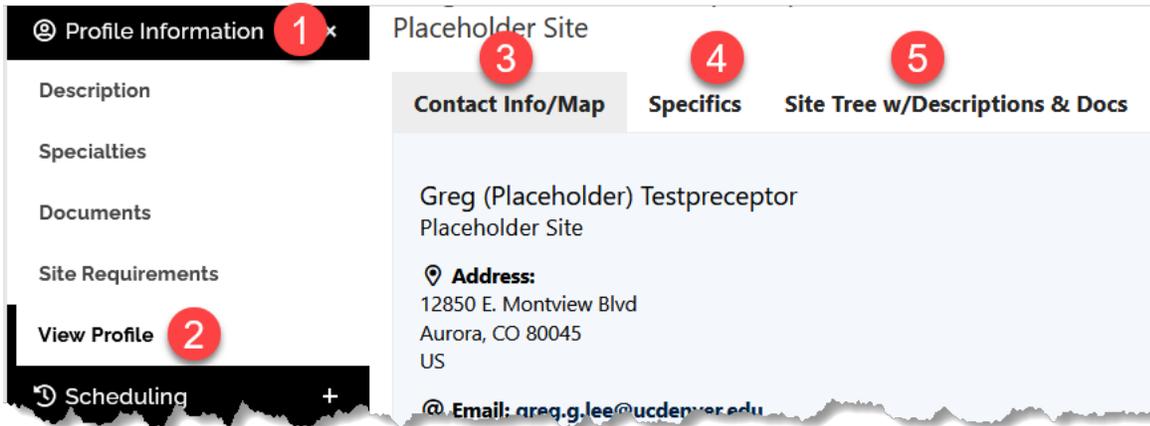


Preceptor Instructions to add 2023-2024 availability to CORE

1. Log into <https://www.corehighered.com/login-elms> [\(Video Link - Review Account and Site\)](#)
2. Select MY ACCOUNT in the ribbon on top to review/update your account information.
3. Review your linked site information as outlined below -

Go to PROFILE INFORMATION>>VIEW PROFILE and select each tab



4. If the site and description are **CORRECT**, with no edits needed, **proceed to bullet 6.**
5. If site location or practice area or description are **INCORRECT**, or need updating see below:
 - a. If your new location/experience may be on file already, contact Greg.G.Lee@cuanschutz.edu.
 - b. Otherwise, in CORE select:
 - 1) The **ELECTRONIC FORMS** tab on the left
 - 2) In **SELECT ELECTRONIC FORM** select “Site Description Form” & “Open New Form”
 - 3) Complete and select **SUBMIT** at the bottom. Repeat if you have additional sites.
 - 4) Greg.G.Lee@cuanschutz.edu will follow-up when you may proceed to bullet 4 below.
6. If (or once) Site and description are **CORRECT**: [\(Video Link – Submit Availability\)](#)
 - a. Go to **SCHEDULING>>SUBMIT AVAILABILITY**, then *(as pictured on the next page)* -
 - 1) Select each **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
 - o *Optionally enter work schedule and comments as appropriate.*
 - 5) Repeat the process for each block/rotation date
 - o *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) At the bottom of each rotation group indicate if you have a max number of students
 - 7) Enter comments if needed
 - 8) If you can’t take students for any dates in the rotation group, select that option

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 (e.g. APPE, IPPE, aIPPE)

Availability Submissions (CU Pharmacy)

2023-24 APPE 6-week/240 hr blocks **1**

Select an Availability Group

Select an Availability Group

- 2023-24 APPE 6-week/240 hr blocks
- 2023-24 IPPE Health-System ELPD
- 2023-24 IPPE Community ELPD
- 2023-24 P3 advanced IPPE (aIPPE)

Instructions

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 <i>Required</i>	Course <i>Required</i> / Daily Schedule	Students	Status
2023-24 APPE Block 1 05/29/23 - 07/09/23	Ambulatory 2	Select Course 3	2 4	
	Select Rotation Type	Select Course		
	Ambulatory	Ambulatory - Anticoagulation		
	Community	Ambulatory - Cardiovascular		
	Community MTM	Ambulatory - Geriatrics		
	Elective	Ambulatory - Home Infusion		
2023-24 APPE Block 2 07/10/23 - 08/20/23	Health-System Acute General Medicine	Ambulatory - Long-Term Care	0	New
	Health-System Institutional	Ambulatory - Multi-Disease State		

Enter schedule and comments as appropriate

- 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 2023-24 APPE 6-week/240 hr blocks
This is optional, please only enter a number here if less than the total availability you've entered above.

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.

9 Update Availability for Group

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

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**