

# Preceptor and Site Information Review and Update Instructions

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

## Video Instructions based on the written instructions below

### 1. Select MY ACCOUNT in the ribbon on top to review/update account information:

- Name, phone, email, license, alma mater, etc.
- If your site is changing, you'll need a new account. Contact [SOP.Experiential@cuanschutz.edu](mailto:SOP.Experiential@cuanschutz.edu).

### 2. Review PROFILE INFORMATION on the left:

**ELMS<sup>®</sup> by CORE** CU Skaggs School of Pharmacy and Pharmaceutical Sciences

**CU Pharmacy**

Home

**Profile Information**

Description

Specialties

Documents

Site Requirements

**View Profile**

Individual preceptor description. Optional. "View Profile" is primarily used.

Primarily, upload docs or URLs for students review. Site descriptions should be housed at the site level, "View Profile", below.

Can be used to track site specific requirements, like computer access agreements. Contact us if interested.

Home of your primary site description. This is the students' view of information. Students use this information to make preference decisions and review prior to starting rotations. **SEE BELOW.**

Home

**Profile Information**

Greg Testpreceptor

Placeholder Site

Description

Specialties

Documents

Site Requirements

**View Profile**

Contact Info/Map

**Specifics**

Docs

Site Tree w/Descriptions & Docs

Narrative site description goes here. Students use this to make decisions regarding preferencing rotations and to review prior to starting rotations understanding of the experience and expectations.

**Non-US Citizens and Site Language Requirements**

Can your site accept non-US citizens who have a US SSN?: Yes

**Student view!**

- Select each tab below and scroll to review information.
- Site-level descriptions cannot be edited directly in CORE, such as much of the information in the "SPECIFICS" tab.
- To EDIT these items, see **BULLET 3 BELOW.**

### 3. To provide a new or updated Site Description Form:

- In CORE ELMS, select the **ELECTRONIC FORMS** tab on the left
- In **SELECT ELECTRONIC FORM** pick "Site Description Form" & "Open New Form"
- Complete and select **SUBMIT** at the bottom. Repeat if you have additional descriptions.
- Or** contact [SOP.Experiential@cuanschutz.edu](mailto:SOP.Experiential@cuanschutz.edu) with your site description updates.

**Do you know preceptors new to CU who would like to get involved? They should go to:**

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