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.

2. Review PROFILE INFORMATION on the left:
   - 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.

3. To provide a new or updated Site Description Form:
   A. In CORE ELMS, select the ELECTRONIC FORMS tab on the left
   B. In SELECT ELECTRONIC FORM pick “Site Description Form” & “Open New Form”
   C. Complete and select SUBMIT at the bottom. Repeat if you have additional descriptions.
   D. Or contact 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