

# eValue Orientation Guide for Freshmen Direct Students

## How do I login to eValue?

The link to login to eValue is: <https://nursing.fau.edu/evaluate>

Your FAU username and password is your login information

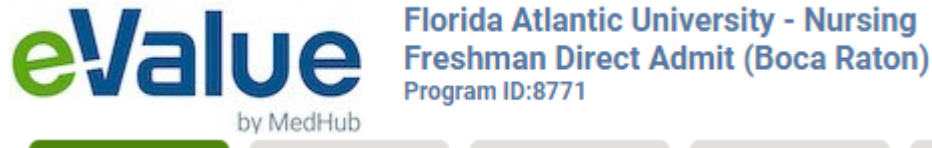
The login window must look like this:



The screenshot shows the top of the eValue login page. At the top is a dark blue header with the Florida Atlantic University logo and the text "FLORIDA ATLANTIC UNIVERSITY". Below the header is the "eValue" logo. Underneath the logo is the text "LOGIN TO EVALUE - A MEDHUB SOLUTION (PRODUCTION)" and "SIGN IN WITH YOUR FAUNET ID". There are two input fields: "FAUNet ID" and "Password". A blue "LOGIN" button is positioned below the "FAUNet ID" field. To the right of the "LOGIN" button is a link that says "Forgot your password? or Set Up a New Account or Need Help?". At the bottom left of the form area is a checkbox labeled "Don't Remember Login".

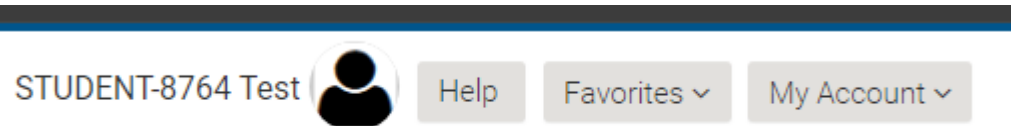
## Things to check after logging in

1. Make sure that you have been given access to the correct program+campus. This can be found on the top left:




If you are in the incorrect program/campus, inform your program coordinator immediately to get this fixed.

2. Make sure that your name, email, rank and role are correct. Your name can be found on the top right of the screen:



Your other details can be found on the home page:

## Welcome to eValue

**My Information** 

E\*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your administrator, Jasmin Evangelista at [jevangelista2014@health.fau.edu](mailto:jevangelista2014@health.fau.edu).

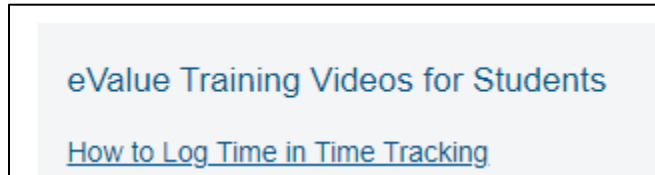
**Email:** kbeers1224@gmail.com  
**Rank:** FDA Year 3 Student  
**Roles:** Student

Your role should be '**Student**' and rank should be 'FDA Year 1 Student', 'FDA Year 2 Student' or 'FDA Year 3 Student'. If any of this is incorrect, please inform your program coordinator Dr. Jasmin Evangelista ([jevangelista2014@health.fau.edu](mailto:jevangelista2014@health.fau.edu)) immediately to get this fixed.

## Frequently asked questions

### How do I log time in eValue/ clock in my clinical hours?

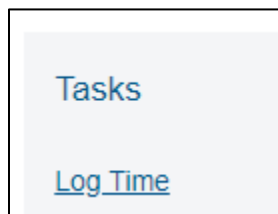
After you login to eValue on the home page there is a section for training videos:



Click on link to view the YouTube video which will show you how to log time in system:

[https://www.youtube.com/watch?v=h\\_8mBWAol1Y](https://www.youtube.com/watch?v=h_8mBWAol1Y)

You can easily find the link to log time under Tasks on the homepage



**Note:** In eValue your supervisor when logging time is your preceptor and not your faculty.

**Supervisor \***

Q Search by Last Name

Search

### What if I cannot find my preceptor or site in the list?

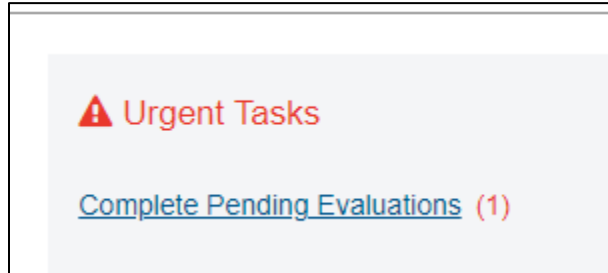
Please send an email to Dr. Jasmin Evangelista ([jevangelista2014@health.fau.edu](mailto:jevangelista2014@health.fau.edu)) with the details of the preceptor and site.

### What if I cannot find my faculty in the list?

Please reach out to Dr. Jasmin Evangelista ([jevangelista2014@health.fau.edu](mailto:jevangelista2014@health.fau.edu)) to make sure your faculty has been added to this list.

## How do I start the evaluation process?

All evaluation tasks will be assigned to you. It is the responsibility of the student to login regularly to eValue and complete all urgent tasks:



## How will my preceptors receive the evaluations?

Your preceptors will receive an email with an **auto-login** link which will take them to their evaluations. **They do not need to login to eValue to complete their tasks.**

It is important that you communicate with your preceptors that they will be receiving these emails, and they need to complete the evaluations.

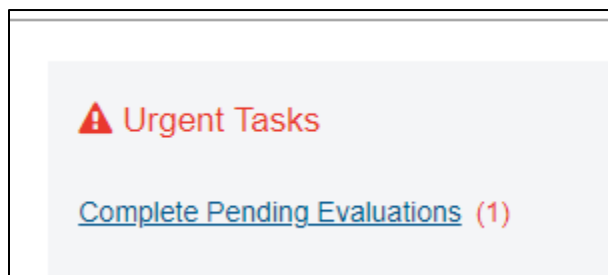
## What if my preceptor says they did not receive the email notification to complete the evaluation?

Ask them to first check their spam/junk folder for any notifications from eValue. The emails come from [e-value@e-value.net](mailto:e-value@e-value.net).

If they confirm they have not received anything, get their email address and reach out to Dr. Jasmin Evangelista ([jevangelista2014@health.fau.edu](mailto:jevangelista2014@health.fau.edu)) who will confirm the correct email address is in the system and update it if necessary.

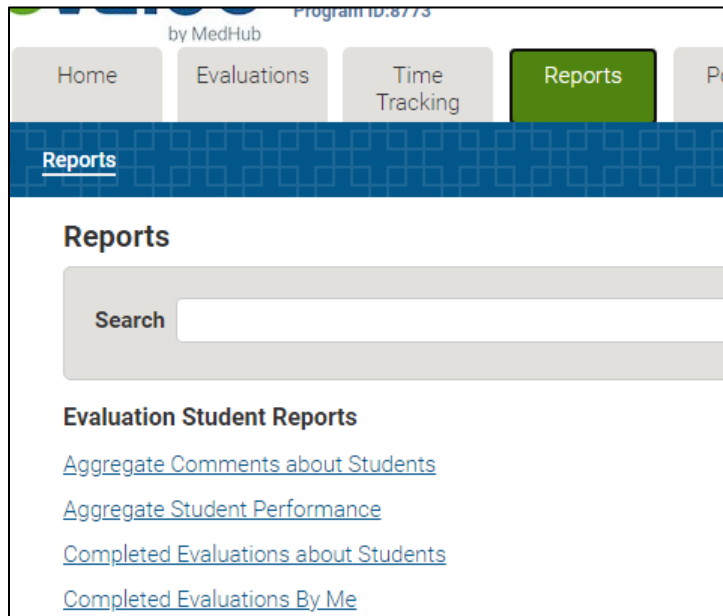
## How do I check if there are any pending evaluations or tasks in eValue?

On the home page there is a box which shows any pending or urgent tasks:



## How can I check my own evaluations?

The reports tab has list of many reports that you can run as a student:

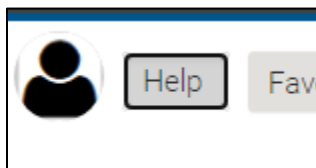


If need guidance on how to run reports, you can view this YouTube video:

<https://www.youtube.com/watch?v=qAtPPsLgj5w>

## Who do I contact if I have any issues in eValue in doing any of the eValue processes?

For any issues in doing any of the eValue processes, a good starting point is viewing the help guide in the system:



For further assistance, you can open a ticket by submitting this form: [Nursing eValue Support Request](#)