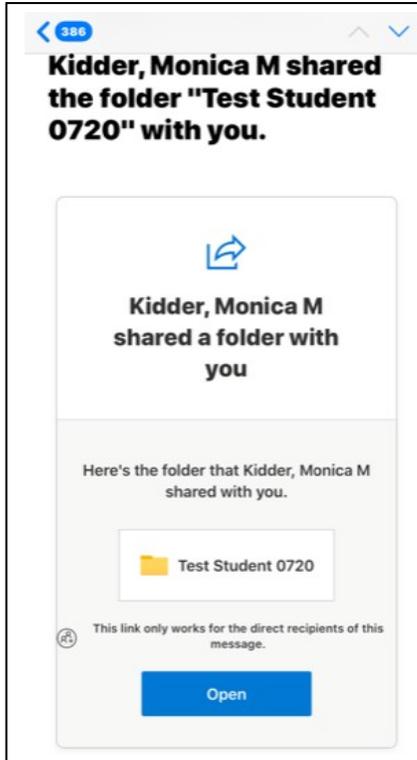


Accessing your Clinical Evaluation - 0721

1. At the beginning of each instructional module, you will receive an email regarding a shared folder. Email addresses utilized are pulled from Empower. You will have seven (7) days to accept the invitation to the clinical evaluation folder.

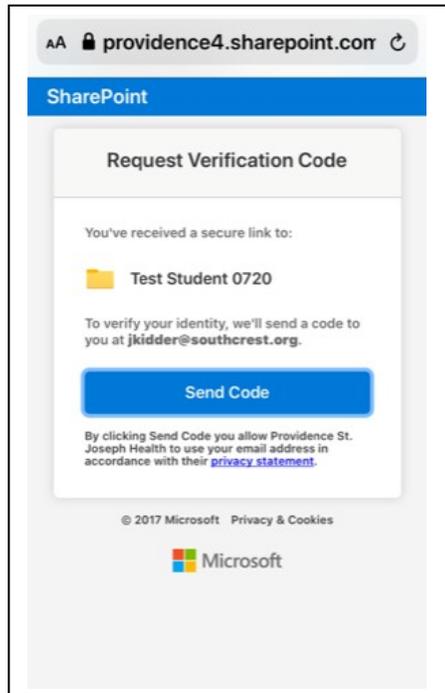
The email will have your Last name, First Name - 0721



2. Click the yellow folder that will have your last name and the module date or select Open.

3. Two events will occur

- a. You'll be taken directly to your student evaluation excel spreadsheet
- b. You'll receive a message requesting a verification code. This may occur on the first time you access your evaluation in each subsequent module. Click **Send Code**.

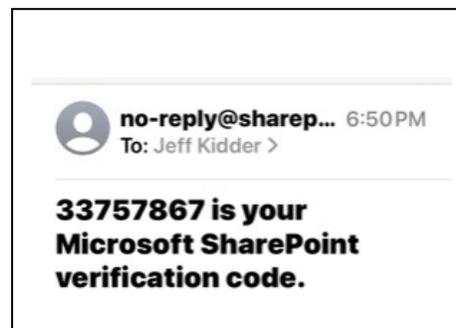


The code will be sent

immediately and will likely go to your **SPAM folder** since it is sent automatically from an unmonitored address (no-reply@sharepoint)

Copy this code

Return to the original email and enter the code when prompted.



***IF YOU ARE TAKEN TO A SCREEN THAT IS ASKING FOR YOUR PASSWORD or a BLUE SCREEN REQUESTING YOU SIGN IN TO STJOE/PROVIDENCE ONEDRIVE - You'll need to send an alternate email address.

If you have already sent an alternate email in a previous module, your shared-folder link has been sent to that email address.

***Your clinical evaluation folder can only be accessed by YOU! You will be able to go directly to your designated clinical evaluation folder to review your weekly clinical evaluation. You must access your document at least every 30 days for the access to stay active.