STUDENT STATUS TABLE

Purpose:
Approving/Rejecting Student Profile Forms (SPFs) and Preceptor Information Forms (PIFs)

Notes:
- SPFs must be approved for students to be processed for placement, and to able to submit a PIF
- Faculty SPF Approver is who will receive notification email of PIF and PIF documents
- Clinical Placement receives PIF for processing only after faculty approve PIF

To Review and Approve/Reject SPFs and PIFs:

1. Login (prompted to log-in twice)
2. Click “Student Status Table” button
3. Select Academic Year
4. Select Specialty (defaults to user’s specialty, user may have access to multiple specialties)
5. Select MTA or OMTA
6. Select Student from drop down to view SPF or view PIF
7. Click “View SPF” or “View PIF” (only visible if submitted)
8. Review only- Review form and click “Back to Student Status Table”
9. Updating only- Change form information, click “Update” button
   a. Updating an Approved form- edit then click update ONLY
   b. Updating SPF or PIF Academic year (AY)- Edit AY at bottom of form, click update
10. Approving Only- Complete Faculty fields (PIF only), click “Approve”
    a. Updating and Approving- click update before clicking approve
    b. After SPF form approval, table fills in SPF Approver and SPF Approved Date
    c. After PIF form approval, table fills in PIF Approver
11. Rejecting Only- Enter a rejection message for student, sign name, click “Reject”
    a. After SPF form rejection, student is removed from table
    b. After PIF form rejection, only PIF is removed from table

Table Features:

1. Table and Student drop down list students in alphabetical order by first name
2. Viewing all students (cannot use scroll bar to see students in bottom of the table)-
   a. Click in the table, use the scroll wheel on mouse to scroll to bottom of the table
   b. Click in the table, use down arrow on keyboard to get to the bottom of the table
3. Sort Data in Ascending or Descending Order
   a. Click the heading of desired column, clicking the column again reverses sort order
4. Drag and drop columns to temporarily reorder them for easier data viewing
5. Table is not printable or exportable to Excel. For a copy contact clinical placement specialist.