Instructions for Accessing the Online System for Clinical Placement Evaluation
(Clinical Instructor version)

Introduction
MPT students participate in 5 clinical placements (PT9581, PT9582, PT9583, PT9584 and PT9585). During each placement they are required to complete an evaluation of their instructor(s) and the clinical experience. The Student Evaluation of the Clinical Placement and Instructor(s) form (hereafter SECPI) is used to evaluate the placement and instructor(s). The SECPI is completed once midway through the placement (3 weeks after commencement) and at the end of the placement (6 weeks after commencement). The Clinical Experience form (hereafter CE) is used to describe the content of the clinical experience and is completed only once per placement at the end of the placement. You and your student are required to sign all 3 forms.

Accessing the Online System
You must be registered in the system to access the system! Your student is responsible for submitting your email address to us so that we can register you. Please provide your student with your email address at the **beginning** of placement.
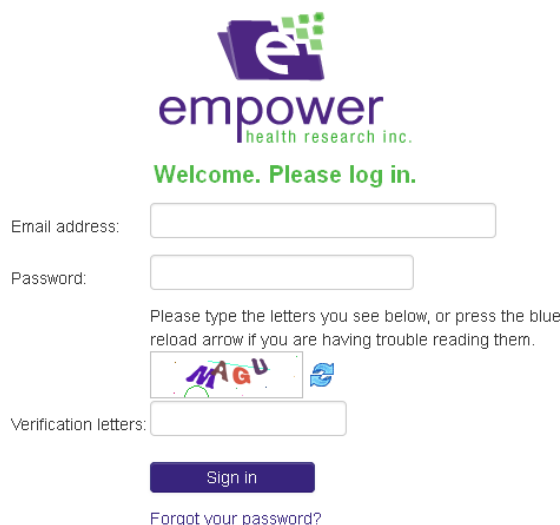
Once you are registered in the system, you will receive an email from **noreply@empowerhealthresearch.ca** that contains a link to set up a password. This link will expire within 24 hours. Passwords are case sensitive. Your password must contain at least **8** characters that include at least **one** number and **one** capital letter. You can use symbols but are not required to do so. Example: You could use your name and year of birth separated by a symbol.
 e.g. A*n*n*75

If you did not receive an email or the link has expired, go to the login screen and click on the "Forgot your password?" link under the 'sign in' button. Follow the instructions and the system will send you a new email from noreply.

NOTE: If you have been previously registered in the system (i.e. as a CI in a previous placement or through involvement in another study) you will NOT receive an email from noreply@empowerhealthresearch.ca; you will use your previous information to access the system. If you cannot remember your information, click on the "Forgot your password?" link.

Once you have set up your password, go to the website: http://secure.empowerhealthresearch.ca/

Figure 1: Empower Login Screen

Logging In: To login, enter your full email address, your password and the verification letters. There are only ever 4 verification letters. The verification letters are not case sensitive and there are no spaces between letters. Click "Sign in".

Emails sending to Spam Trap

Every email account comes with a folder named Spam or Junk. Some organizations also use additional Spam Trap software. In this case, it is insufficient to simply open your 'Junk' or 'Spam' folders to look for EmPower emails. Often you are required to log into the Spam Trap software and declare certain senders as 'safe'.

If you are not receiving EmPower emails and you have been unsuccessful in locating the emails with your Spam or Junk folder, please contact your institution's IT support. For example, at the University of Western Ontario, students and staff can navigate to www.spamtrap.uwo.ca to manage their spam preferences.

Adding your Electronic Signature

The following forms require both the student's e-signature and your e-signature.
- MIDTERM (3 weeks after start): Primary and Secondary Clinical Instructor
- FINAL (6 weeks after start): Primary and Secondary Clinical Instructor
- CI (6 weeks after start): Primary Clinical Instructor ONLY

Step 1: You should not e-sign any form until both you and your student have reviewed the form and have agreed that the responses are accurate. When you and your student are satisfied, the student will submit the form for signature. You will then be sent an email informing you that there are forms ready for e-signature. When you log into the system you will see a list titled 'Signatures needed list'.

Step 2: Click on the link for the form you wish to review or to sign.

Step 3: You will need to sign an affidavit declaring your e-signature equivalent to your electronic signature. You will only need to sign the affidavit once per placement.

Step 4: Once you have signed the affidavit, you can add your e-signature. Go to the bottom of the form and enter your Email Address and Password in the text boxes provided. Click on 'sign (approval)' to complete the process. If data is changed on this form in the future, both you and your student will be required to **re-sign** the form.

Printing a Hard Copy

To print a copy of forms you have signed, click on the 'Print Signed Forms' from your home screen.

Locked out? You have 5 attempts at logging in before the system will lock you out. If you are locked out, please contact Dianne Bryant (dianne.bryant@uwo.ca) to reactivate your account. In your request to be re-activated, please provide the email address that was used to register you in the system.

Forgotten password: If you forget your password, click on the 'Forgot your password?' link underneath the 'Sign in' button on the login screen. Complete the instructions. The system will send you an email from noreply@empowerhealthresearch.ca that contains a temporary link to set up a new password. The link will expire within 24 hours. If you have done this but do not receive an email, please contact Dianne Bryant (dianne.bryant@uwo.ca).