

# SP Crash Course for SPMS at SUNY Upstate Medical University

Here you will find a general guide to navigating SPMS!

*(Disclaimer from the SP Program at SUNY Upstate: This app was created by our colleagues at Penn, so you may notice the odd reference to that university. Do not let that alarm you.)*

**Logging in to SPMS:** Click on this link, or copy and paste it into your browser window.  
[https://sim-spms-upstate-edu.libproxy1.upstate.edu/spms\\_app/](https://sim-spms-upstate-edu.libproxy1.upstate.edu/spms_app/)

That will take you to the window below. Log in here with the username and password\* that we sent you. (\*Never change your username or password yourself--not for any reason. If you want or need to do that, you must contact [Barb](#).)

The screenshot shows the Upstate Medical University iPage Login page. The page has a dark blue header with the Upstate Medical University logo and navigation links: Update, Patient Care, Academics, Research, Find a Doctor, Library, Locations, Jobs, iPage. Below the header is a light blue banner with the text "iPAGE LOGIN". The main content area is white and contains a login form on the left, instructions on the right, and a "Direct Links" sidebar on the far right. The login form includes fields for "User ID:" and "Password:", a "Login" button, and a message: "Upon successful login, you will be forwarded to your selected location. By entering a User ID and Password, and clicking Login, the user acknowledges that: • S/he will abide by any requirements or restrictions Upstate may impose on system use." The instructions on the right are titled "Login for Off Campus Access to Library and iPage Intranet Resources" and "Students & Upstate Staff With MyAccounts ID". The "Direct Links" sidebar includes Blackboard, MY UPSTATE, Applicants (Check admission status), Selfserve, and Outlook.

Now you will land at a window that looks like the one below. In the "Online Databases" list, find "SP Program" near the bottom and click on it. (Note: This list is not in alphabetical order!)

The screenshot shows a web browser window with the URL `login.libproxy1.upstate.edu/menu`. The page header includes the Upstate Medical University logo and navigation links. The main content area is divided into three columns:

- Library Service Desk:** A list of links including "Ask a Librarian", "Contact Us", "Document Delivery", "ILLiad Login", "Library Equipment", "Off-Campus Access", "Request a Purchase", and "Request a Reserve". Below this list is a note: "If you are a library user who is having problems accessing these resources, please call 464-7091 for assistance."
- Online Databases:** A long list of database links. The link "SP Program" is highlighted in blue. Other links include "ILLiad", "Upstate Intranet", "Upstate Epic Site", "Upstate Epic HTTPS Site", "Upstate Intranet with https", "Upstate Blogs with https", "Upstate Blogs with http", "Upstate Library with http", "Upstate Library with https", "Upstate Policies/Forms (MCH)", "PageUpPeople", "Upstate Connection to PeopleAdmin", "Courseware", "SeqWeb /GCGI", "Upstate Selfserve", "Upstate Selfserve Test", "Upstate DynamicForms", "Upstate password change test 1", "Upstate password change test 2", "Upstate password change test short link", "Upstate MyAccount Pro", "Kronos https", "Kronos new https", "Kronos New Test for Michael Schwab", "Kronos non https", "Kronos https on wfo01.upstate.edu", "Upstate Backoffice", "Clinical Ethics", "JRI Connect", "SciFinder", "ExpertConsult", "Robbins & Cocran Pathologic Basis of Disease", "Journal of Sports Medicine and Physical Fitness", and "WhistleBIE". Below this list is a note: "If you are a library user who is having problems accessing these resources, please call 464-7091 for assistance."
- Direct Links:** A vertical list of icons and links for "Blackboard", "MY UPSTATE", "Applicants: Check admission status", "Selfserve", "Outlook", and "Medical Staff Services".

This will bring you to the SPMS login screen (below). Log in again using the same username and password.

The screenshot shows the login screen for the Standardized Patient Management System (SPMS). The page title is "Standardized Patient Management System" and the breadcrumb is "Users". The Upstate Medical University logo is in the top right corner. A red error message states: "Unable to automatically log in, please enter your credentials." Below this is a "Login" section with two input fields: "Email" and "Password". A "Login" button is located below the password field. The footer contains the copyright notice: "Copyright 2014 - 2021, University of Pennsylvania, Perelman School of Medicine" and a "Contact staff" link.

Congratulations! You are now in SPMS, and you should see a page that looks like this:

The screenshot shows the SPMS home page. At the top left, it says "Standardized Patient Management System" and "Home". At the top right is the Upstate Medical University logo. Below the logo is a navigation bar with "Home" selected. On the left is a "Navigation" menu with links: "View my SP information", "View my Timesheet information", "View my Confirmations", "View my Invitations", "View my SPMS account settings", "Helpful Penn Resources", and "Log Off". Below the navigation menu are two more links: "Contact Staff" and "Frequently Asked Questions". The main content area has a pink notification box that says "You might not be receiving invitations for work!". Below that is a message: "Important fields on your profile are empty, be sure to complete them:" followed by a list item "Photo". The main heading is "Hello, Michael." followed by a welcome message: "Welcome to the Penn Medicine Standardized Patient Management System (SPMS). If you are new to the system, please take a moment to read the SPMS Crash Course document. Please remember to update your SP profile." Below this is a paragraph: "Here you will enter your time worked using a pre-populated list generated your confirmations. Once it has been entered, you can return any time within the pay period to make updates, or view past submissions. You will find your invitations and confirmations on the left-hand side of this page. If you have questions about SP program policies and procedures, please see the SP Program Manual." At the bottom is a paragraph: "This system is under continuous development. Please use Google Chrome or Mozilla Firefox to access the SPMS. Other browsers are not supported, and features are not guaranteed to work correctly when using them. If you are using a supported browser and are having problems or have questions, please detail the problem as completely as possible by using the contact staff tool. Please include what browser and operating system you are using, and any additional information that can be used to replicate the issue as described in your message. If the tool is not working, you may email the developer directly at rafiq.whitley@penmedicine.upenn.edu."

Let's look at the **middle** of the screen. You'll see your name in the welcome line and general information about SPMS. Smack dab in the middle of the page you will see a line in **blue** that says: **Please remember to update your SP profile**. Click on it! Complete your profile, and remember to update it if anything changes. This helps us find the projects that you are best suited for . . . and that means more work from the Upstate SP Program for you!

Now return to the Home screen by clicking the **blue** word **Home** at upper left. On the **left-hand** side of this screen you will see a column of many **blue** "clickable" options. Let's explore.

## Navigation

[View my SP information](#)

[View my Timesheet information](#)

[View my Confirmations](#)

[View my Invitations](#)

[View my SPMS account settings](#)

[Helpful Penn Resources](#)

[Log Off](#)

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 [Contact Staff](#)

 [Frequently Asked Questions](#)

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**View my SP Information:** If you click on this option, you will see all the information we have about you. If you see something that isn't correct or something that is missing, never fear! You can update your SP profile as indicated above. SPMS helps us find just the right SPs based on the profile information you provide. If this is not complete or up-to-date, you may miss out on work.

**View my Timesheet Information:** Get to know this page - this is how you get paid. At the end of every session you work, go to this page and do the following:

- ✓ Click "**New Timesheet**" on the left-hand side
- ✓ Click **Start date and time** and fill in appropriate information
- ✓ Click **End date and time** and fill in appropriate information
- ✓ Click **Program** from dropdown menu
- ✓ Click **Role** from dropdown menu (either training or performance)
- ✓ Add any **Notes** if there is anything unusual with your time that we should know

**View my Confirmations:** Clicking on this option will show you a page with all of the programs for which you are currently confirmed. Here you will see the start time, end time, role, location, case and program for everything you are scheduled for. Again, anything in [blue](#) gives you more information. Try it! You may find information about the case you are playing, an overview of the program, directions to the location, etc. Nothing bad will happen if you click something [blue](#).

**View my Invitations:** Clicking on this option is fun. These are all the programs we want you to participate in. This gives you all of the available information that the Confirmation page has with one addition. At the end of the row, you will see an **Accept and Decline** option. Decide if you are ready to commit and make a choice! If you wait too long, we may think you're not interested or available. If you know you will need some time before deciding, send us an email and let us know. If your invitation disappears before you've accepted or declined, you're not going crazy, it just means we have finalized our casting and don't need a reply from you anymore. Sometimes we may invite you to a group of dates, and then you will need to click the "I have reviewed all dates" checkbox in order to accept the invitation.

**View my SPMS Preferences:** Clicking on this option gives you the opportunity to "opt-out" of receiving emails when there is a new Invitation or Confirmation. If you choose this option, make sure you check SPMS regularly or you will miss out on important work opportunities.

**Helpful Resources:** Everything in [blue](#) on this page is "clickable". Try it the next time you login!

- [Upstate SP Program website](#)
- [First Choice Staffing website](#)

**Log Off:** So sad. Log offs happen. Remember to log off so your information stays secure. SPMS will automatically log you off after a certain amount of inactivity, but log off just to be safe.

That's it! That wasn't so bad. We want SPMS to work for YOU. Enhancements are in the works. As always, you can reach out to the SP staff anytime if you have questions or concerns.