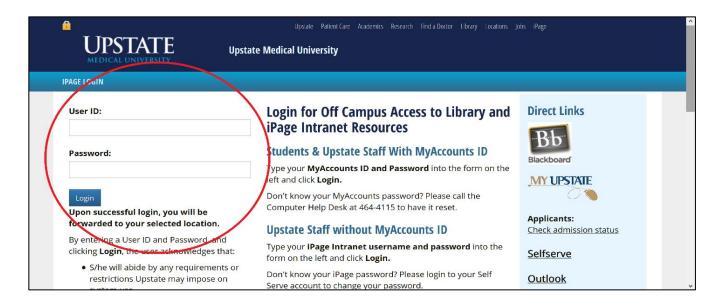
SP Crash Course for SPMS at SUNY Upstate Medical University

Here you will find a general guide to navigating SPMS!

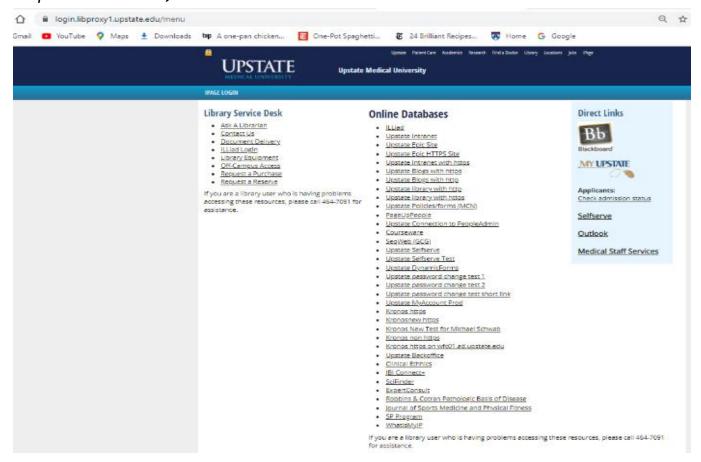
(Disclaimer from the SP Program at SUNY Upstate: This app was created by our colleagues at Penn, so you may notice the odd reference to that university. Do not let that alarm you.)

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/

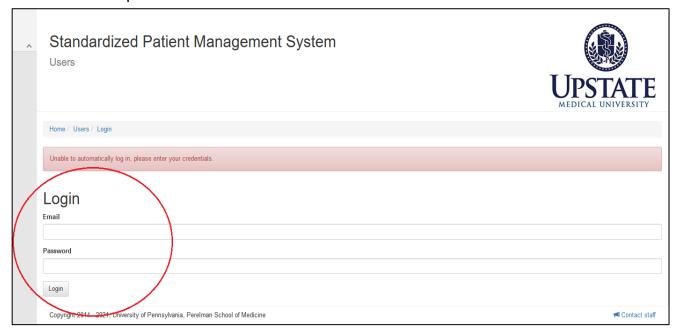
That will take you to the window below. Log in here with the username and password* that we sent you. (*Never change your username or password yourself--not for any reason. If you want or need to do that, you must contact <u>Barb</u>.)



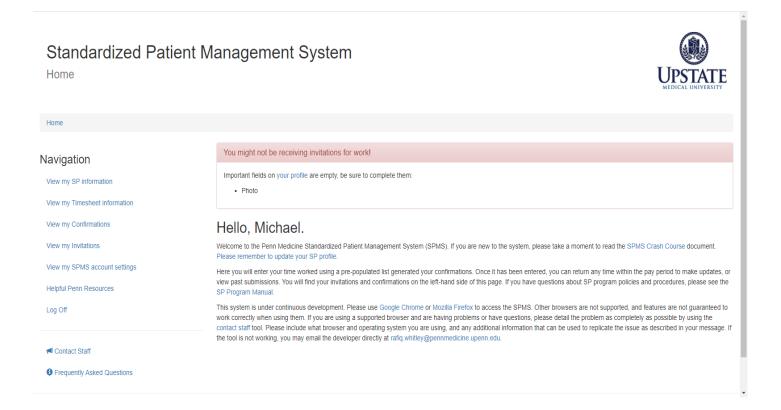
Now you will land at a window that looks like the one below. In the "Online Databases" list, find "SP Program" near the bottom and click on it. (Note: This list is not in alphabetical order!)



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



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



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

Contact Staff

Frequently Asked Questions

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.