

Students – How To Navigate one45

This document has been created in order to assist students that have been recently added to one45.

Here is our link to one45: <https://vmrcvm.one45.com/>

When you login to one45, you will see a screen that looks like this:

The screenshot shows the one45 interface for user Johnny Appleseed. The main content area is titled 'YOUR TO DOS: 2' and contains two sections: 'Forms to distribute (1)' and 'Forms to complete (1)'. The 'Forms to distribute' section includes a table with columns for Activity, Program, Dates, Form, and Contact. The 'Forms to complete' section includes a table with columns for Target, Activity, Program, Dates, Form, and Contact. A left-hand navigation menu lists various options like Personal Info, Handouts & Links, and Evaluations.

This is your **To Do** page as titled below your name, and highlighted on the left hand side. Whenever you have evaluations to complete, distribute, or view the results of, they will show up here.

On the left hand side, you see the seven different links:

- To Dos
- [Personal Info](#)
- [Handouts & Links](#)
- [Pt/Procedure Logs](#)
- [Evaluations](#)
- [My Rotations](#) ← **Start HERE**
- [Vacation/Leave](#)

Click the text for each link...it will take you to that part of this document.

Click **Home** next to the title to go back to the top of this document.

We will now go through each of these starting with Personal Info:

Personal Info

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As the name implies this page has all of the information about you.

- Name
- Photo (will be updated once your photo is taken at orientation)
- Email
- Address
- Phone
- Pager

PERSONAL INFORMATION

Johnny Appleseed
mboehret@vt.edu
male [change username/password](#)

Contact Info

address Fort Wayne, Indiana
46801
phone 555-555-5555
fax 540-231-9290
cell 555-555-5555
pager 557-5454

Associated Information

grad year: 2014

If any of the information is incorrect, please contact Academic Affairs at acadaff@vt.edu

Also, if you would like to change your username/password at any time, click the link under your email address.

Handouts & Links

[HOME](#)

This page has two sections for fourth year students:

1. Program Objects
2. Rotation Objects

Program Objects are those forms that all fourth years can use throughout the year. Take particular notice of the following:

- How To – Distribute Evaluations to External Evaluators
- How To – Distribute Skill Logs to External Evaluators
- Clinical Skill Set Packet
- Preceptorship Agreement and Packet

*All of these will be explained at orientation

Rotation Objects are those forms that are particular to your individually scheduled rotations. These are documents that the Clerkship leader has determined you need for your upcoming rotation. Please read them.

Pt/Procedure Logs

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For completing your procedure logs (skill sets) you will be able to distribute them through this page.

Instructions can be found in *Handouts & Links* under “How To – Distribute Skill Logs to External Evaluators”.

Further instructions on this page will be provided at orientation.

Evaluations

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On this page, you will see two sections:

1. Evaluations *Of Me*
 - a. These are the evaluations that evaluators complete of you. Right now, this is blank because no evaluations have been completed of you.
2. Evaluations *By Me*
 - a. These are the evaluations that are completed by you of individual instructors and of the rotation itself.

By the end, these two will be pretty lengthy.

My Rotations

[HOME](#)

This page has all of your scheduled rotations. It also has those associated handouts on the right.

Vacation/Leave

[HOME](#)

On this page you will find all of your approved personal days, excused absences, and NAVLE Day request.

- Once your form has been received and signed by all necessary parties, the date will be added here.