

# MedHub Quick Start Guide

## Faculty

MedHub is a web-based application used by the University of Minnesota Medical School to complete assessments and evaluations for clinical rotations. Additionally, Clerkship Directors have the ability to review student and faculty evaluations & assessments, as well as aggregate clerkship evaluation data.

## Getting Started

When an evaluation is assigned to you in MedHub, you will receive an email. Follow the link in the email to navigate to [umn.medhub.com](http://umn.medhub.com), to reach the MedHub login page. Here you will see two login pathways.

- **Using a University of Minnesota email address:** In the upper left corner of the login page you will see the button “Login using Single Sign-On.” Click on this button. You will be prompted to enter your X500 and UMN password, which will bring you to the Home page.
- **Using a non-university email address:** On the right side of the login page there are text boxes to enter your username and password. Enter your login information and click the “LOGIN” button, which will bring you to the Home page. If you do not know your login info, please contact your clerkship coordinator and they can share that information with you.

[Login using Single Sign-On](#)

Welcome to the University of Minnesota (Test) Clerkship Evaluation System

This resource provides important assessment and evaluation functionality throughout the Medical School, including giving medical students the ability to evaluate their clerkship experiences, and clerkship educators the ability to evaluate their students.

University of Minnesota faculty, staff, and students can log in with their University internet ID and password by clicking the Single Sign-On link above.

Other faculty and staff can log in with their MedHub login credentials on the right. If you forgot or have not yet received your MedHub password, please click the "Forgot my password" button.

If you need MedHub access and do not yet have it, please contact your clerkship coordinator.

Other questions regarding MedHub can be sent to [med-eval@umn.edu](mailto:med-eval@umn.edu).

**Recommended Browsers**

- Google Chrome
- Mozilla Firefox
- Apple Safari 9+
- Internet Explorer 9+

**Additional Tools**

- Adobe Reader 8+
- Flash Player 9+

## Log in

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[Forgot my password](#)

remember me

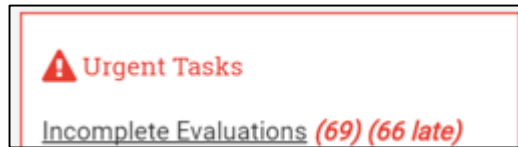
[Help](#)

## Home

The Home page is the central or portal page for each user. This page is essentially the communication channel where the UME Assessment & Evaluation office or the clerkship may post information.

## Urgent Tasks

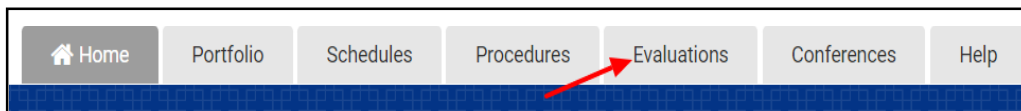
In the upper left-hand side of the home page you will see the Urgent Tasks box. This box will appear in red if you have any evaluations that need to be completed.



## Evaluations

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To access evaluations, click the link to a specific evaluation the Urgent Tasks box, or select the Evaluations tab located at the top right-hand side of the home page.



This section will allow you to:

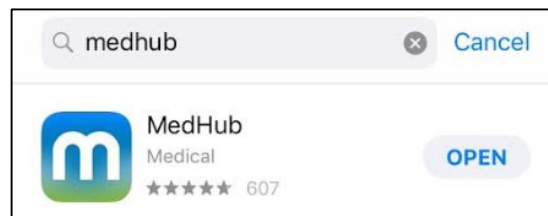
1. Complete evaluations that you have been requested to complete as well as review all evaluations you have completed in the past.
2. Review your individual performance evaluations that have been completed of you.
3. See an aggregate or summary information of evaluations that have been completed of you.

## Mobile App

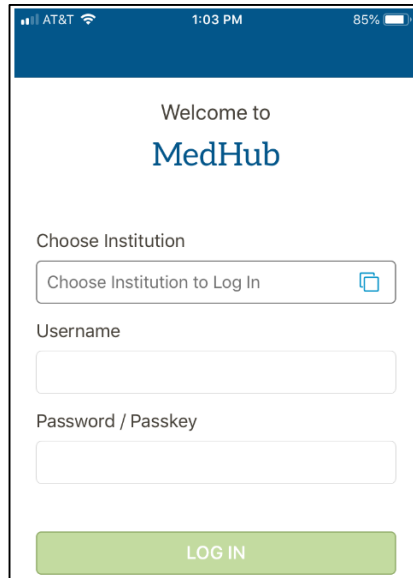
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One of the most convenient methods to complete evaluation in MedHub is via the mobile app. The MedHub app is available for iPhone and Android users and may be accessed via the App Store/Play Store. These instructions were created using the iPhone app, so the screens may look slightly different for Android users.

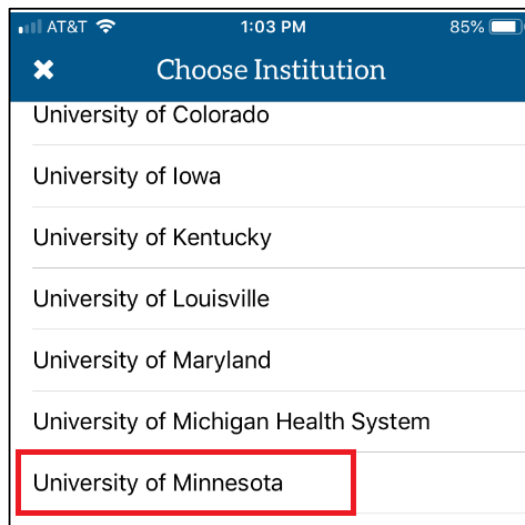
The first step, before downloading the app, is to log into MedHub at least one time via an internet browser. Then you can find the app where you download apps by searching for MedHub and find the following icon.



Once the app is downloaded you will need to sign into your account. Open the app and click on the "Choose Institution to Log In" button.

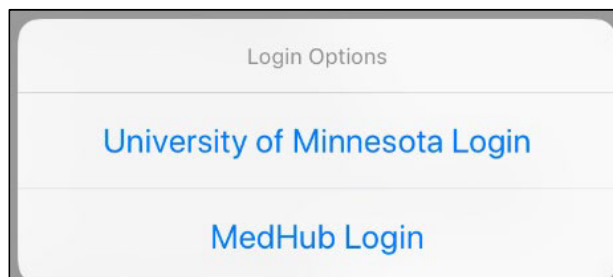


This opens the institution menu. Scroll down until you find the University of Minnesota, and click on the name.



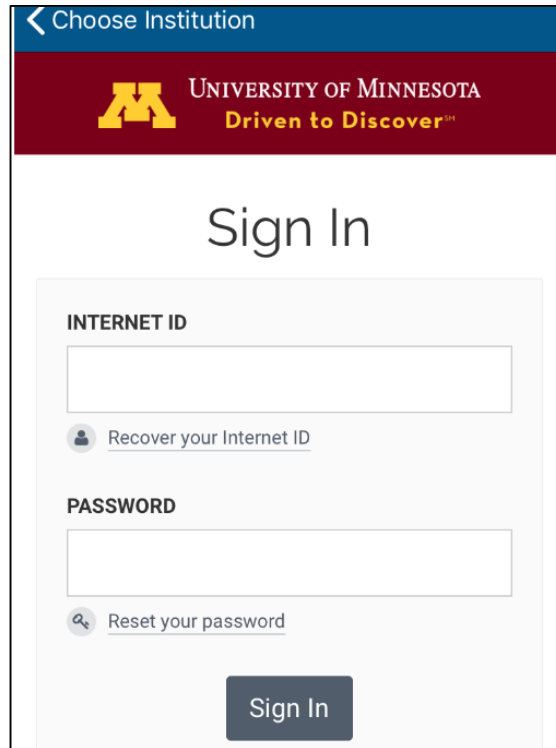
This will open a login options pop-up at the bottom of the page. Here have two login options:

- **Using a University of Minnesota email address:** click the University of Minnesota Login to go through the Single Sign-On process.
- **Using a non-university email address:** click the MedHub login option.



### Using a University Email Address

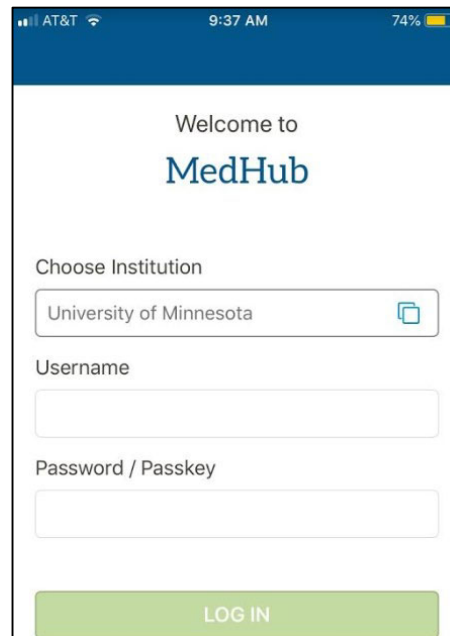
This will launch the familiar UofM authentication page. Enter your university credentials and click Sign In.



The screenshot shows a mobile application interface for signing in. At the top, there is a blue header with a back arrow and the text "Choose Institution". Below this is a dark red banner featuring the University of Minnesota logo (a yellow "M") and the text "UNIVERSITY OF MINNESOTA Driven to Discover™". The main content area is white and titled "Sign In". It contains two input fields: "INTERNET ID" and "PASSWORD". Below the "INTERNET ID" field is a link with a person icon that says "Recover your Internet ID". Below the "PASSWORD" field is a link with a key icon that says "Reset your password". At the bottom of the form is a dark blue button labeled "Sign In".

### Using a Non-University Email Address

This will bring you back to the apps main page. University of Minnesota should now appear in the Choose Institution box. Enter your MedHub credentials and click the LOG IN button.



The screenshot shows a mobile application interface for logging in to MedHub. At the top, there is a blue header with the text "Welcome to MedHub". Below this is a white form area. The first field is "Choose Institution" with a dropdown menu showing "University of Minnesota" and a copy icon. Below this are two input fields: "Username" and "Password / Passkey". At the bottom of the form is a green button labeled "LOG IN". The status bar at the top shows "AT&T", "9:37 AM", and "74%" battery.

When the App is initially opened you will be asked if you would like to receive notifications from MedHub (i.e. "an evaluation has been assigned."). If you turn on this feature, you will receive push notifications from the MedHub app when you have been assigned a new evaluation. Please note that your phone will need internet access in order to receive or submit evaluations.

The MedHub app offers a save feature to allow you to partially complete an evaluation and return later to complete and submit the form.

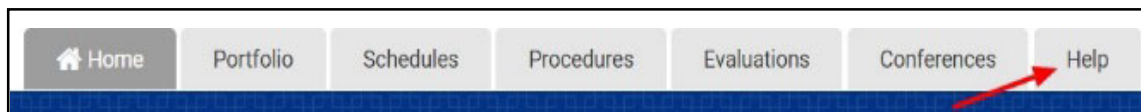
The MedHub app also supports comment dictation. After selecting a text response field, select the microphone option on the device keyboard to dictate a comment instead of typing.

Please access the MedHub online help manual (see the "Help" section below) for more information on using the mobile app.

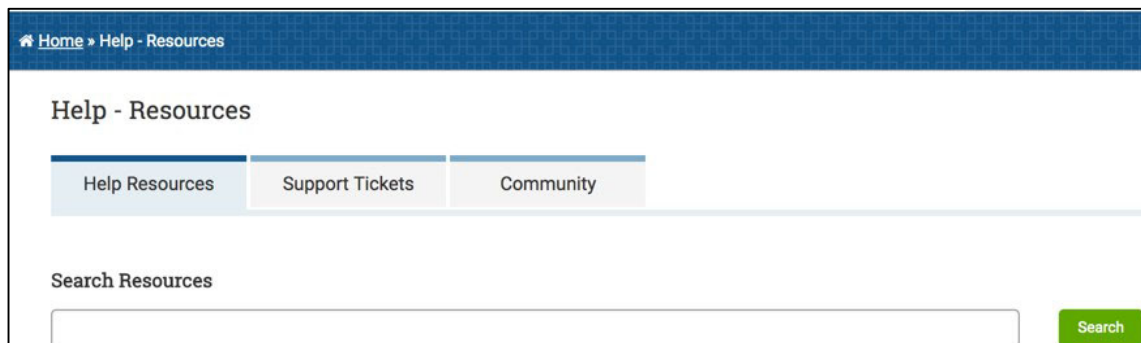
## Help

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The Help tab, located in the navigation bar provides you the ability to send the MedHub support team an e-mail (i.e. support ticket) if you should have a question regarding the functionality. If you have support issues, you should first reach out to the clerkship coordinator for the rotation you are currently on. If it is a larger issue outside of the rotation, you can also reach out directly to the UME Assessment & Evaluation team at [med-eval@umn.edu](mailto:med-eval@umn.edu).



The help tab is also home to our User Manual, available video tutorials and the MedHub Community. The MedHub Community is a collaborative space where you can communicate with other MedHub users, access documents and materials.

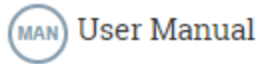


## **MedHub Resources**

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That is all for the quick start guide. If you are curious or need more information MedHub has an extensive User Manual. We are not able to hyperlink the manual due to authentication issues, but we can point out helpful chapters. Here are a few to look up using the Help tab of MedHub.

- **TIP:** When searching the help page, look for the symbol below when accessing the user manual.



### **Faculty View**

- 30.0.0 Faculty View of MedHub.
- 30.4.0 Faculty View of Evaluations.

### **Mobile App**

- 2.0.0 MedHub Mobile App for Android.
  - 2.3.0 Using the MedHub Android App to Fill Out Evaluations.
- 3.0.0 MedHub Mobile App for iPhone.
  - 3.3.0 Using the MedHub iPhone App to Fill Out Evaluations.