



How to use ScholarLink as a

**Scholar**

# Introduction



We have launched ScholarLink, a new platform in which we will be managing applications and day-to-day operations for our scholars!



There are a number of new features that will be used by you, the program participant!



We are constantly improving, so contact us at [support@copehealthscholars.org](mailto:support@copehealthscholars.org) with any questions!



**No program requirements, policies or rules are changed by the introduction of this system. All requests must be approved by the appropriate leader or program manager.**

Simply consider this an electronic version of your regular in-person, paper process.

# ScholarLink

## Updating Contact Information

1

Navigate to "My Profile"

- Click on "My Profile" at top of landing page
- System will display current contact information
- Update information as needed
- Click "Save" to save changes
- Click "Save and Close" to save changed made and close the "My Profile" page
- Click "Cancel" to annul changes made

The screenshot displays the 'My Profile' page in the ScholarLink system. The top navigation bar includes 'New Application', 'My Profile' (highlighted with a yellow box and labeled 'a'), and 'Help'. A 'Logout' link is visible in the top right corner. Below the navigation bar, the page title is 'My Profile / #14'. On the right side, there are three action buttons: 'Cancel' (labeled 'e'), 'Save and Close' (labeled 'e'), and 'Save' (labeled 'd'). The main content area is titled 'Contact Information' and contains several input fields: 'First Name', 'Last Name', 'Country' (a dropdown menu), 'Street Address', 'Street Address 2', 'City', 'State' (a dropdown menu), and 'Postal Code'. To the right of these fields is an 'Email' field with a placeholder icon and the instruction 'Please do not use .edu addresses.' Below the contact information section, there are links for 'Emergency Contact Information', 'Appointments', and 'Applications'.

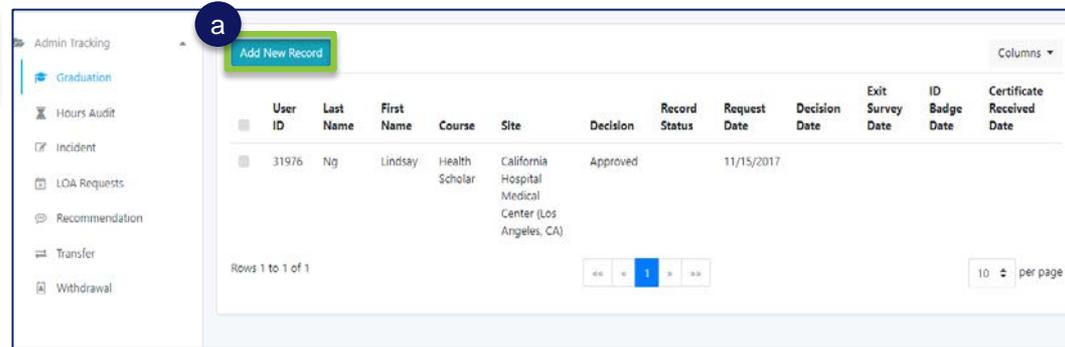
# ScholarLink

## How a Scholar can submit requests

2

### Graduation Request

- Under Admin Tracking, click “Graduation”
- Click “Add New Record”
- Complete electronic form in its entirety
- Click “Save” to submit request



Admin Tracking

- Graduation
- Hours Audit
- Incident
- LOA Requests
- Recommendation
- Transfer
- Withdrawal

**Add New Record**

User ID	Last Name	First Name	Course	Site	Decision	Record Status	Request Date	Decision Date	Exit Survey Date	ID Badge Date	Certificate Received Date
31976	Ng	Lindsay	Health Scholar	California Hospital Medical Center (Los Angeles, CA)	Approved		11/15/2017				

Rows 1 to 1 of 1

10 per page

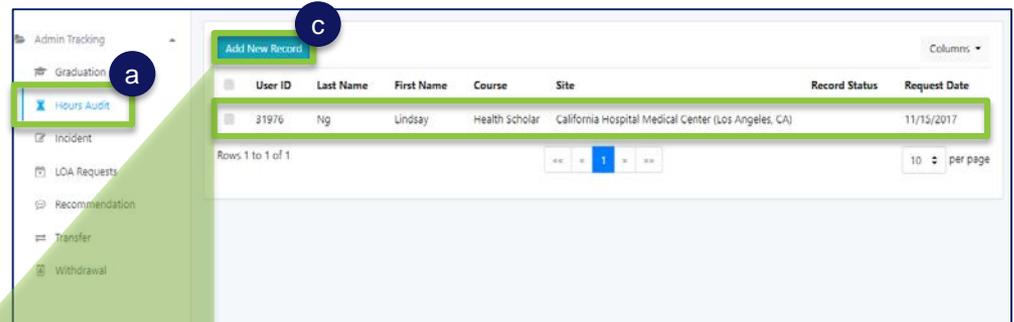
# ScholarLink

## How a Scholar can submit requests *cont.*

3

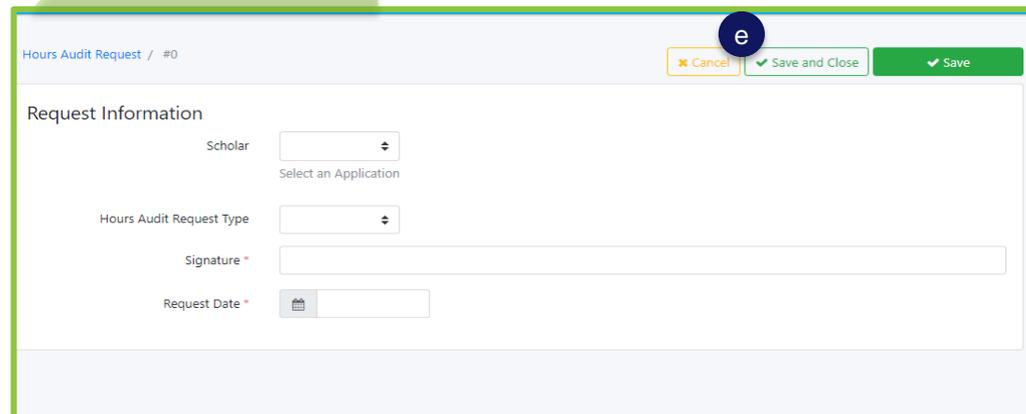
### Hours Audit Request

- Under Admin Tracking, click “Hours Audit”
- If a request is pending, it will be displayed on this page
- Click “Add New Record”
- Complete electronic form in its entirety
- Click “Save and Close” to submit request



The screenshot shows the Admin Tracking interface. On the left, a sidebar menu lists various request types: Graduation, Hours Audit (highlighted with a green box and labeled 'a'), Incident, LOA Requests, Recommendation, Transfer, and Withdrawal. The main area displays an 'Add New Record' button (labeled 'c') and a table of records. The table has columns for User ID, Last Name, First Name, Course, Site, Record Status, and Request Date. A single record is shown with User ID 31976, Last Name Ng, First Name Lindsay, Course Health Scholar, Site California Hospital Medical Center (Los Angeles, CA), and Request Date 11/15/2017. The table is labeled 'Rows 1 to 1 of 1' and has a pagination control showing '1' of 10 per page.

User ID	Last Name	First Name	Course	Site	Record Status	Request Date
31976	Ng	Lindsay	Health Scholar	California Hospital Medical Center (Los Angeles, CA)		11/15/2017



The screenshot shows the 'Hours Audit Request' form. At the top right, there are three buttons: 'Cancel' (with a red X), 'Save and Close' (with a green checkmark), and 'Save' (with a green checkmark). The form is titled 'Request Information' and contains the following fields:

- Scholar: A dropdown menu with the text 'Select an Application' below it.
- Hours Audit Request Type: A dropdown menu.
- Signature \*: A text input field.
- Request Date \*: A date picker field.

# ScholarLink

## How a Scholar can submit requests *cont.*

4

### Incident Report

- Under Admin Tracking, click “Incident”
- Click “Add New Record”
- Complete electronic form in its entirety
- Click “Save and Close” to submit request
- Archived and current incident reports will be displayed under “Incident” section

The screenshot shows the ScholarLink Admin Tracking interface. On the left sidebar, the 'Incident' option is highlighted with a green box and labeled 'a'. At the top of the main content area, the 'Add New Record' button is highlighted with a green box and labeled 'b'. Below this is a table of existing incident records:

Incident ID	User ID	First Name	Last Name	Email	Course
272	31976	Lindsay	Ng	Lindsayng14@gmail.com	Health Scholar
273	31976	Lindsay	Ng	Lindsayng14@gmail.com	Health Scholar
274	31976	Lindsay	Ng	Lindsayng14@gmail.com	Health Scholar

Below the table, the 'Incident Record' form is shown, highlighted with a green box and labeled 'd'. The form includes fields for 'Scholar' (with a dropdown menu), 'Location', 'Date', 'Reported By', and 'Position'. A large text area for 'Detailed Summary' is at the bottom, with a note: 'Please state in the third person.' At the top right of the form, there are buttons for 'Cancel', 'Save and Close', and 'Save'.



**Please follow the regular incident notification process and call (888) 248-2914 before submitting an incident report.**

# ScholarLink

## How a Scholar can submit requests *cont.*

### 5 Leave of Absence (LOA) Request

- Under Admin Tracking, click “LOA Requests”
- Click “Add New Record”
- Complete electronic form in its entirety
- Click “Save and Close” to submit request
- Archived and pending requests will be displayed under “LOA Requests” section

User ID	Last Name	First Name	Course	LOA Start Date	LOA End Date	LOA Status	Decision	Days Remaining	Current Department
31976	Ng	Lindsay	Health Scholar	11/8/2017	11/24/2017			0	25 MedSurg

Leave of Absence Request / #0

**Request Information**

Scholar  Select an Application

Request Date

Current Department

**LOA Details**

Request Start Date

Request End Date

Reason for LOA

**Signature**

Signature \*

**Date**

Date \*

# ScholarLink

## How a Scholar can submit requests *cont.*

### 6 Letter of Recommendation Request

- Under Admin Tracking, click “Recommendation”
- Click “Add New Record”
- Complete electronic form in its entirety
- Click “Save” to submit request
- Archived and pending requests will be displayed under “Recommendation” section

User ID	Last Name	First Name	Course	Decision	Record Status	Request Date	Deadline Date	Submission Method
31976	Ng	Lindsay	Health Scholar			11/9/2017	11/23/2017	Hard Copy Pick up
31976	Ng	Lindsay	Health Scholar			11/9/2017	11/10/2017	Hard Copy Pick up

Letter of Recommendation Request / #0

Cancel Save and Close Save

**Request Information**

Scholar  Select an Application

Request Date

Deadline

Submission Method

Reason

Transfer Only: Please check this box if you transferred from another site.

**Signature**

Signature

**Date**

Date

# ScholarLink

## How a Scholar can submit requests *cont.*

7

### Transfer Request

- Under Admin Tracking, click “Transfer”
- Click “Add New Record”
- Complete electronic form in its entirety
- Click “Save” to submit request
- Archived and pending requests will be displayed under “Recommendation” section

The screenshot displays the Admin Tracking interface. On the left sidebar, the 'Transfer' option is highlighted with a green box and a blue circle containing the letter 'a'. The main content area shows a table with one record. Above the table is a button labeled 'Add New Record'. Below the table, it indicates 'Rows 1 to 1 of 1' and a pagination control showing '1'.

	User ID	Last Name	First Name	Current Course	Current Site	Requested Course	Requested Site	Record Status	Request Date	Session
<input type="checkbox"/>	31976	Ng	Lindsay		Hoag Memorial Hospital Presbyterian, Irvine and Newport Beach, CA		Citrus Valley Health Partners, Covina, West Covina and Glendora, CA		11/16/2017	2017 Winter A

# ScholarLink

## How a Scholar can submit requests *cont.*

8

### Withdrawal Request

- Under Admin Tracking, click “Withdrawal”
- Click “Add New Record”
- Complete electronic form in its entirety
- Click “Save” to submit request

The screenshot displays the ScholarLink interface for submitting a withdrawal request. On the left, a sidebar under 'Admin Tracking' lists various request types: Graduation, Hours Audit, Incident, LOA Requests, Recommendation, Transfer, and Withdrawal. The 'Withdrawal' option is highlighted with a green box and a blue circle containing the letter 'a'. The main content area is titled 'Request Information' and includes the following fields:

- Scholar:** A dropdown menu with the text 'Select an Application' below it.
- Request Date:** A date selection field with a calendar icon.
- Request Details:**
  - Current Department:** A dropdown menu.
  - Requested Withdrawal Date:** A date selection field with a calendar icon.
  - Reason for Withdrawal:** A large text area for providing details.
- Signature:** A text input field labeled 'Signature \*'.
- Date:** A date selection field labeled 'Date \*' with a calendar icon.