

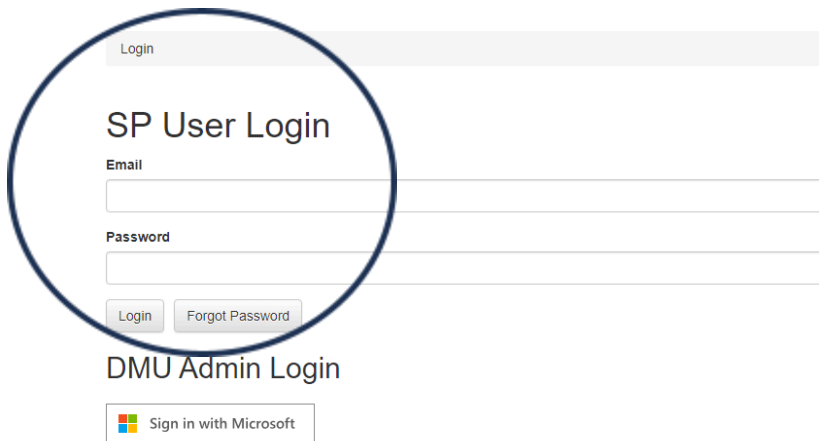
SPMS Crash Course

Here you will find a general guide to navigating SPMS!

Step 1: login to your account. <https://spms.dmu.edu/>

Standardized Patient Management System

Users



Login

SP User Login

Email

Password

Login Forgot Password

DMU Admin Login

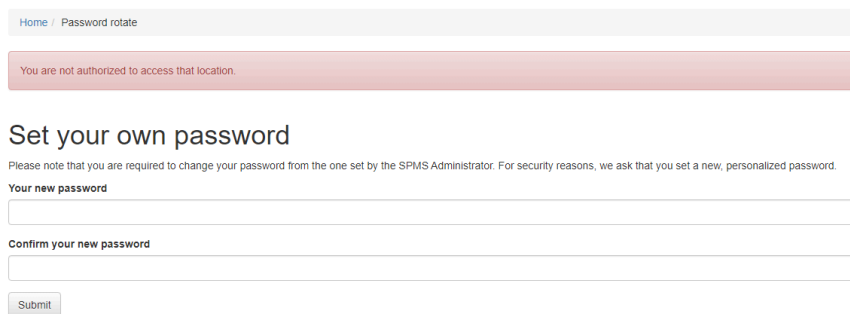
 Sign in with Microsoft

Find “SP User Login”. Log into your account with your preferred email on file (like gmail, yahoo, aol) and password.

For first log-in only: Type your email and the initial password set by the administrator: Password123!

Standardized Patient Management System

Users



Home / Password rotate

You are not authorized to access that location.

Set your own password

Please note that you are required to change your password from the one set by the SPMS Administrator. For security reasons, we ask that you set a new, personalized password.

Your new password

Confirm your new password

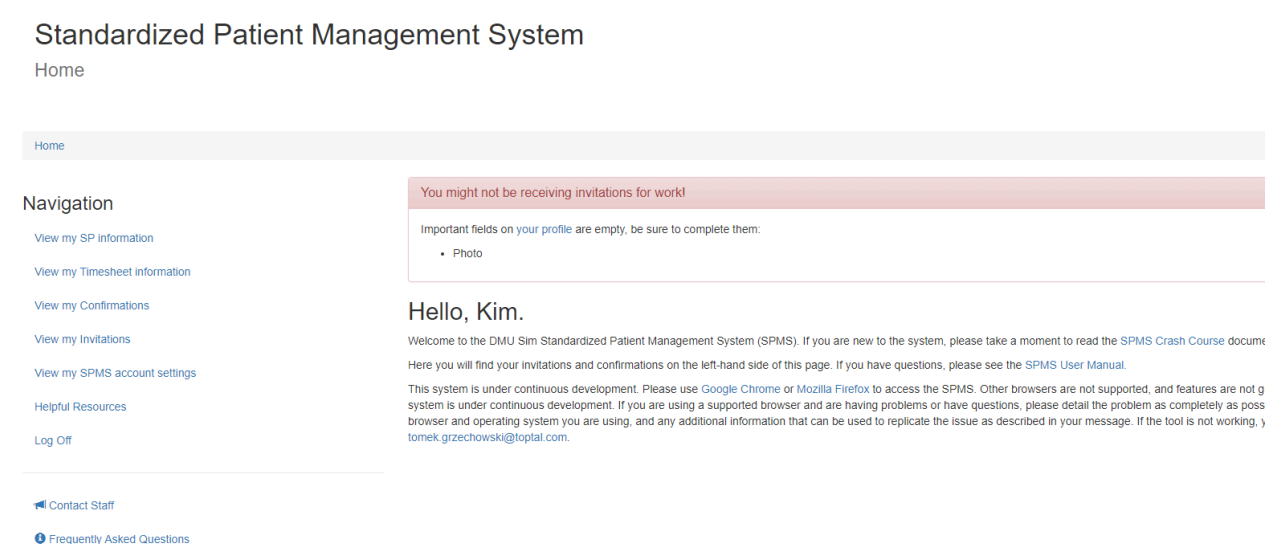
Submit

Next, reset your password. Password guidelines: Minimum of 10 characters and must contain:

- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one special character (!, @, #, \$, etc.)

Step 2: Click on the desired link in the navigation panel.

Once you are logged in you will see a screen that looks like this (with your name listed):



Anything in **blue** is “clickable”. If you click something **blue**, it will lead you to another page with further information.

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 it and remember to keep it up-to-date if anything changes. This helps us find the projects that you are best suited for....and that means more work from for you!

On the left-hand side of this screen you will see a column of many blue “clickable” options. Let’s explore.

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 will likely miss out on work.

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’ll 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. You can click on the calendar icon and add the shift to your personal calendar.

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 will invite you to a group of dates and you will need to click the "I have reviewed all dates" checkbox in order to accept the invitation. You can click on the calendar icon and add the shift to your personal calendar.

View my SPMS account settings: 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: You will have so much information regarding the DMU Human Simulation Program if you click on this option. Everything in blue on this page is "clickable". Try it the next time you login.

Log Off: 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. As always, you can reach out to the SP staff anytime if you have questions or concerns.