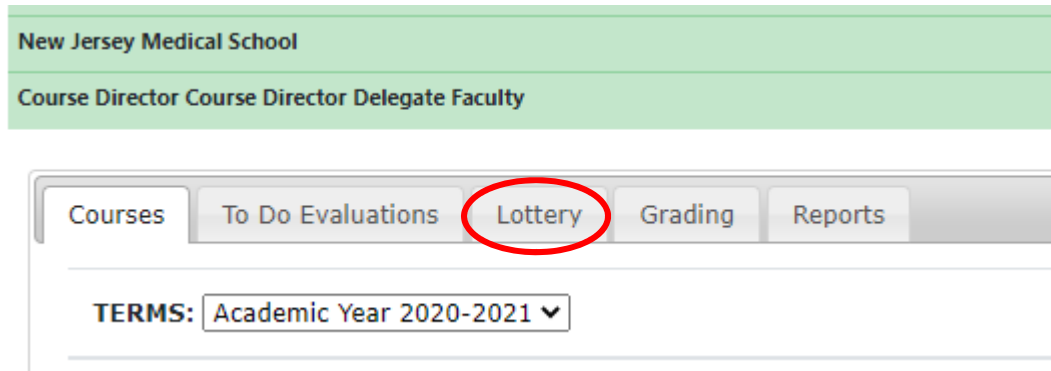
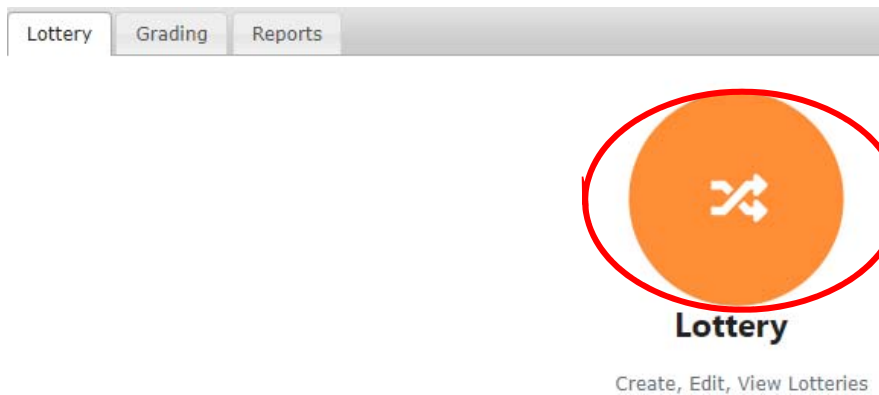


Accessing Clerkship Lotteries

Step 1: Click on "Lottery" tab

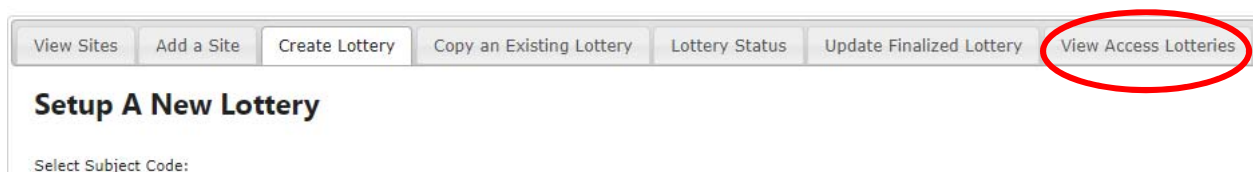


Step 2: Click on Lottery



Step 3: Click "View Access Lotteries" tab (lottery creator must grant you access 1st)

*To add users and add access proceed to step 4



*Step 4: If you created the lottery and need to add a user, click on "Lottery status" or

"Update finalized Lottery" (if you finalized your lottery already):

The screenshot shows the "Pending Lotteries" table. The table has a header row with columns: "Name", "Open Date", "Close Date", and three "+" icons. Below the header is a row for "OB/GYN Clerkship Lottery" with "Open Date" 07-02-2020 and "Close Date" 07-09-2020. Below this row are four action buttons: "View/Edit", "Notify Students", "View Student Preferences", and "Add View Access". The "Add View Access" button is circled in red. The table also has a final column with a "+" icon and the text "Archive Lottery".

Name	Open Date	Close Date	+	+	+	+	+
OB/GYN Clerkship Lottery	07-02-2020	07-09-2020	View/Edit	Notify Students	View Student Preferences	Add View Access	Archive Lottery

Accessing Clerkship Lotteries

Step 5: Type in user net id under "Userid" and click Submit:

[Back](#)

Users with Access

No Users Have Access For This Lottery

Userid:

Submit