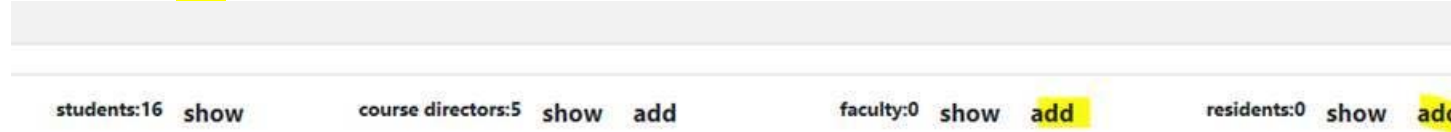
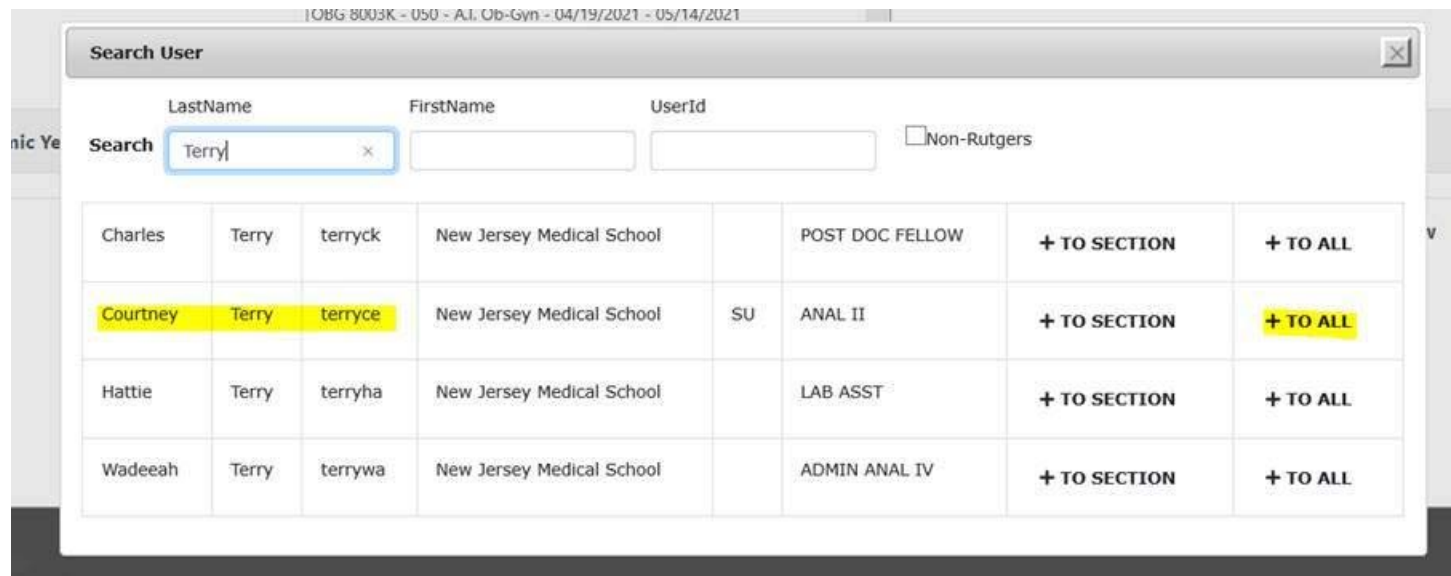


Adding Faculty & Residents & Non-Rutgers people to a course

First, click on **Add** highlighted below from the first rotation.



Then search for the user. Once the user comes up, then select “+ To ALL”. This will assign the user to all rotations within that particular clerkship.



If the user is not listed, for example an outside affiliate faculty or resident then go to User Directory and click on **ADD Non-Rutgers Employee**.



You are required to add the name, work email and location. Then click Add. Note: Adding a non-Rutgers person is now updated in real-time. There is no longer a 24 hour waiting period. We ask that you first search and see if the user already exists before adding them. We want to avoid duplicates since this was an issue in the old system. We suggest that you are consistent with how you enter the person into the system. For example, avoid all lowercase, use consistency with location names such as Beth Israel versus NBMIC -choose one and stick with it. After you've added the non-Rutgers person, then go to the clerkship and assign the individual to the clerkship (follow the steps above)

Add Non Rutgers ✕

First_name

Last_name

Email

Active

Location

Add