

How do I log in to E*Value?

To enter E*Value, go to <https://www.e-value.net>.

Since E*Value is a secure web-site, you may be warned about its secure nature. Click Continue. Once E*Value's web-site appears, take a moment to bookmark this site.

To Retrieve your Login and Password

To retrieve your login/password click on the link labeled "Forgot Password?" located directly below the Login Name field.

Login Name:

Password:

Institution Code: **i**

LOG IN [Forgot Password?](#)

Clicking this link will open this screen:

1. Type in the characters that appear in the colored box. In this case the characters are 'ukzzrh'. This is a security measure.
2. Enter in your email address. This must be the email address on file for you in E*Value.
3. Click the Request Login button.

Forget your Login or Password? No problem.
Type the characters you see in the picture below. This is a security measure.



1 (letters are not case-sensitive)

Next, enter in your email address and click Request Login.
This email address must be the one we have on record for you.

Enter your email address.

2

Request Login **3**

Once you receive the email, click on the URL in the email which will take you to a screen where you can create a new login and/or password. Don't delay, the URL will only be good for 24 hours.

Once you have clicked Request Login you will receive an email from Client Service.

This email will contain a link that includes your encrypted login and password. When you click on this link you will be logged in and directed to the Password Change screen so that you can create a new login and/or password.

Here is a sample of the email you would receive:

Dear E*Value User,

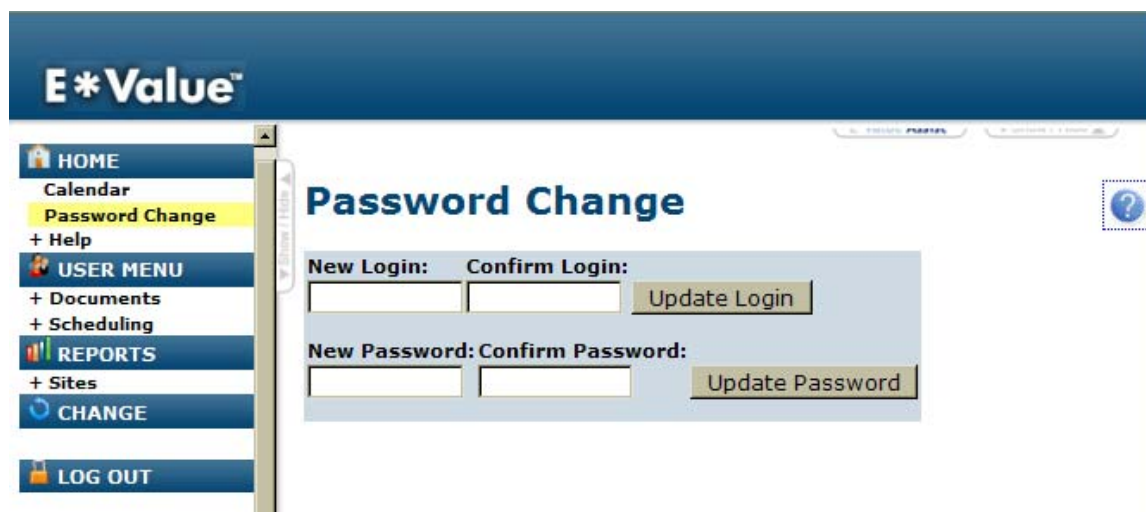
You have requested an automatic login link from E*Value. If you did not make this request change your E*Value password IMMEDIATELY. If you find that you can no longer login, contact your E*Value administrator IMMEDIATELY and have him or her change your password.

The following automatic login link will remain active for one day OR until you change the E*Value account password. Once you are logged into the system, change the password IMMEDIATELY to something you will remember.

In program College of Pharmacy, Rutgers University for account Suzy Tester Click [HERE](#) to login.

Please note that the link in the email is live for only 24 hours. If you do not log in and change your password you will need to go back to the login screen and request your login again.

Once in the system click on the Home and then Password Change to create your own Login and Password



The screenshot shows the E*Value web application interface. On the left is a vertical navigation menu with the following items: HOME (with a home icon), Calendar, Password Change (highlighted in yellow), + Help, USER MENU (with a user icon), + Documents, + Scheduling, REPORTS (with a bar chart icon), + Sites, CHANGE (with a circular arrow icon), and LOG OUT (with a door icon). The main content area has a blue header with the E*Value logo. Below the header, the title "Password Change" is displayed in large blue font. To the right of the title is a small blue question mark icon. The form contains two sections: "New Login: Confirm Login:" with two text input fields and an "Update Login" button, and "New Password: Confirm Password:" with two text input fields and an "Update Password" button. At the top right of the main content area, there are two small tabs labeled "PASSWORDS" and "SCHEDULES".

How do I view my schedule?

Begin by clicking on Reports | Schedules | Roster Reports

Roster Schedule Report

The screenshot shows the 'Roster Schedule Report' form. It includes the following fields and options:

- Filter Template:** A dropdown menu with the text '{Select a Template}'.
- Curriculum:** A dropdown menu with the text '{All Curricula}', marked with a red circle and the number 1.
- Start Date:** A date field with the text '06/11/2010', marked with a red circle and the number 2.
- End Date:** A date field with the text '06/11/2011', marked with a red circle and the number 3.
- Show Participation Dates:** Radio buttons for 'No' and 'Yes' (selected), marked with a red circle and the number 3.
- Format Option:** A dropdown menu with the text 'HTML', marked with a red circle and the number 4.
- Buttons:** 'Save Template' and 'Next -->'.
- Options:** Radio buttons for 'Shifts Chronologically', 'Shifts By User' (selected), and 'Participation Dates Only'.

Red arrows point from the 'Show Participation Dates' radio buttons to the 'Shifts Chronologically' and 'Shifts By User' options.

1. The option for Curriculum will be limited to the curriculum to which the user is linked.
2. The start and end dates represents the educator's start and end dates.
3. You have the option to the Show Participation Dates of the user. This refers to the participation dates of the trainee/student with whom the educators work on the educator report. If you do not want to show dates, select No.

You can also run the report to show the shift times if applicable for the user. You can view the shift time in chronological or user order.

4. Select the desired format option and click Next.