COLLEGE OF MEDICINE
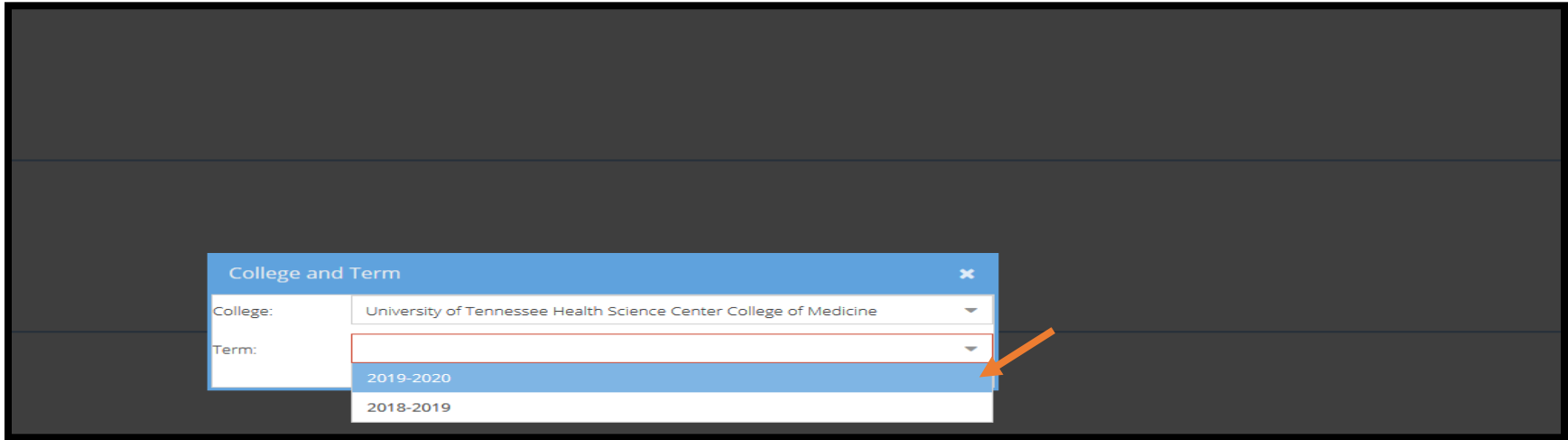**HOW TO ENTER TIME LOGS IN EMEDLEY**

1. Go to eMedley: https://he.emedley.com/uthsccom.
2. Check that the term in the upper right hand side of the screen reflects the correct academic year for the time logs you intend to complete. If <u>correct</u> go to step 5.
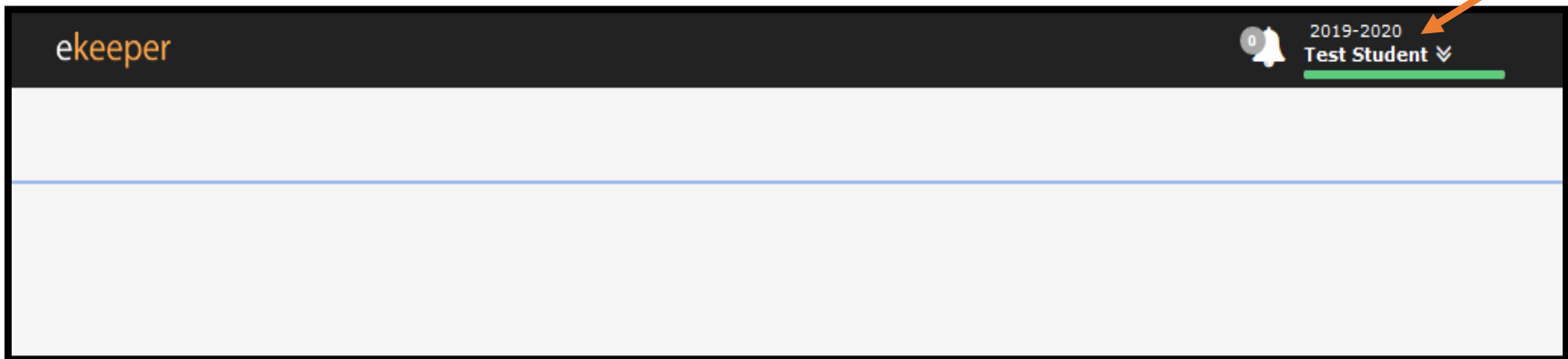
3. To change the academic year, click the arrow icon and select "Switch Terms," then select the correct year from the drop-down.
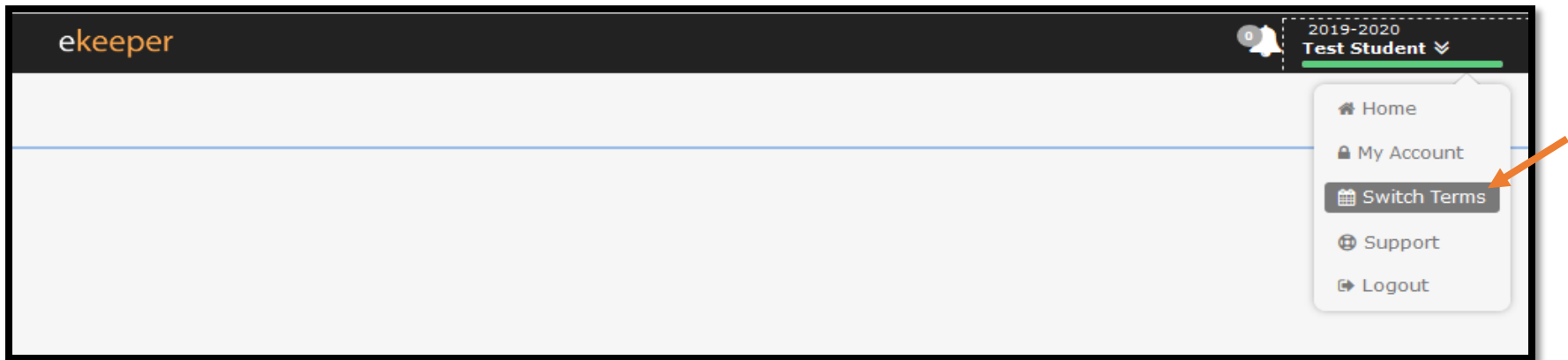
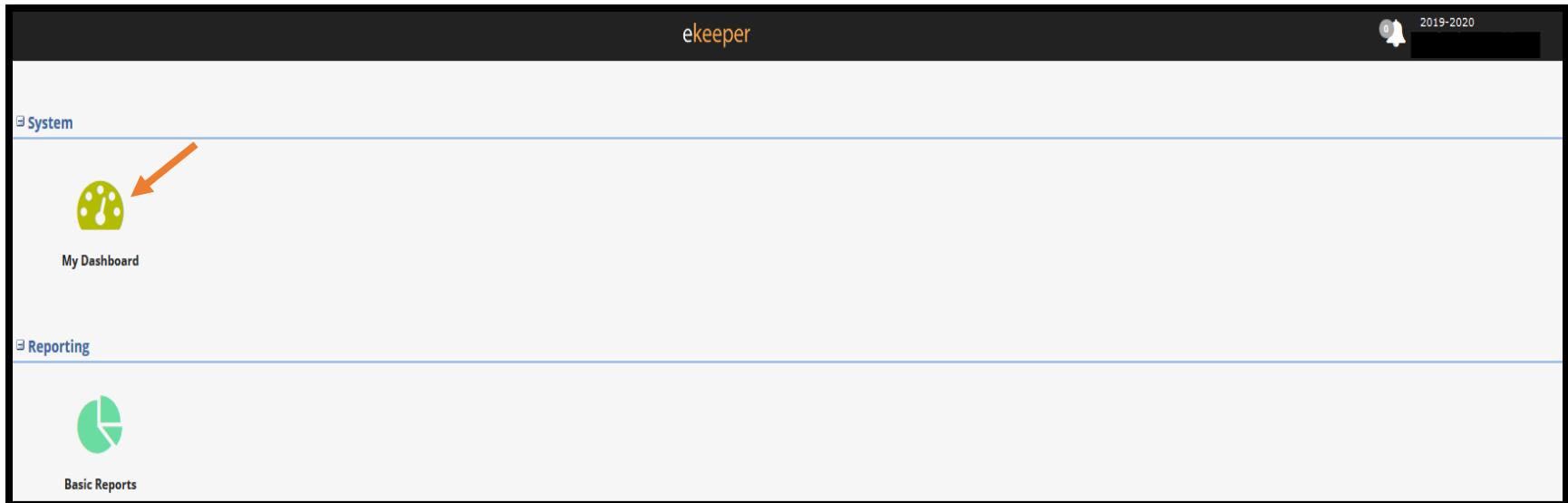4. Select the appropriate academic year from the drop-down.

5. Click the "My Dashboard" icon.

6. Click on the "Time Logs" link near lower right side on the screen.*

*Students can also access Time Logs from the eClas application found in the application menu as seen below.
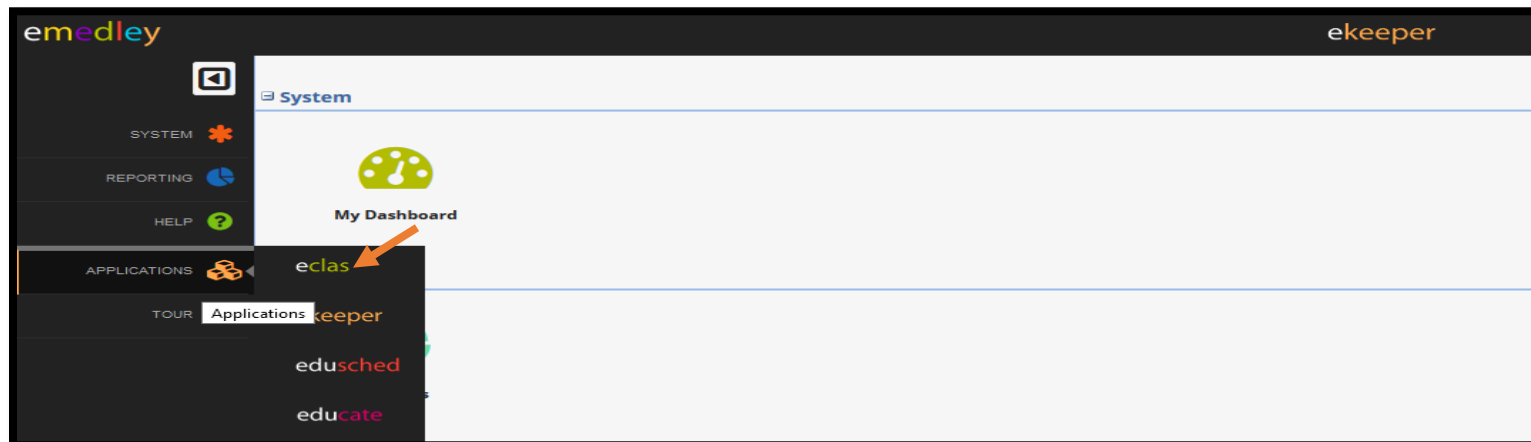
7. To create a new Time Log, click "Insert"

8. Fill in the appropriate information in the "Date," "Total Time (Hours)," and "Total Time (Minutes)" fields and click "Submit." *
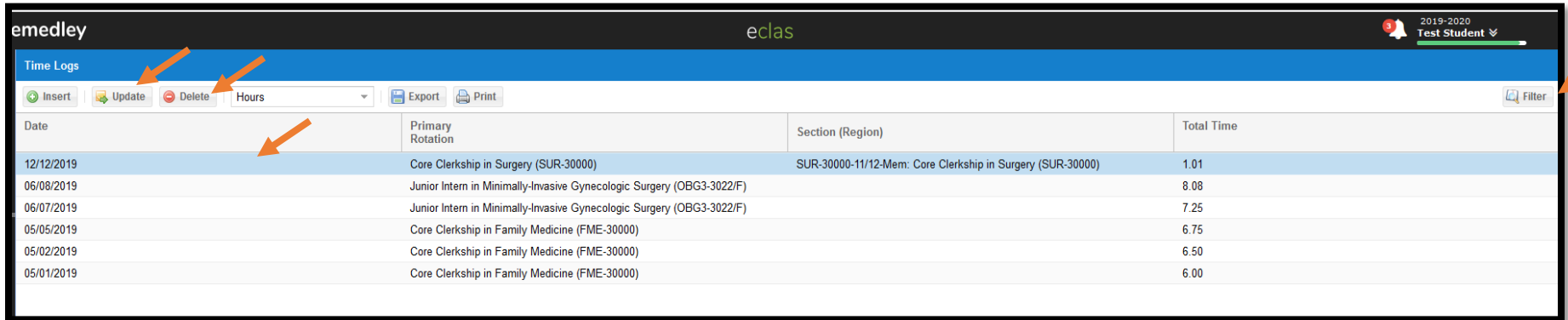
*Based on the time log date entered the, Primary Rotations and Section fields will automatically populate.

9. To view, update, or delete a submitted time log entry, go back to the time log section in eMedley (details listed in step 6), and click on the appropriate time log to highlight. Once highlighted, select "Update" or "Delete" as needed.*

*If multiple logs have been entered, the filter option in the upper right-hand side of the screen can be used to narrow the displayed logs.

For more information or questions about time logs submission requirements, please review the course syllabus and/or contact your Clerkship Director/Course Director.