

## One45 Student Advisory Committee (SAC) Form Instructions for Committee Member

Anyone serving as a member of the Student Advisory Committee of a PhD or MD-PhD student must complete a member report form following each meeting.

**Member report forms are due within five days of the meeting date.**

### 1. Log into One45

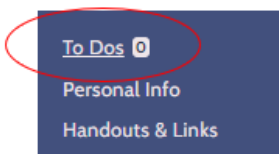
Through Direct Access:

- Go to <http://einstein.one45.com/>
- Log in with your Monte Active Directory username and password

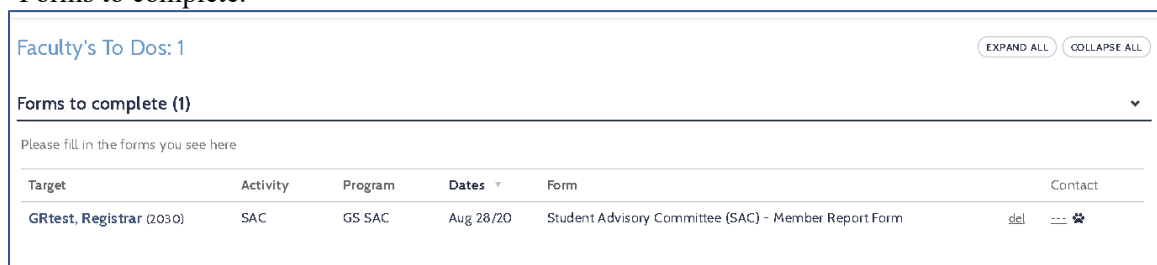
Through Luminis Portal:

- Go to <https://lum-prod.ec.einsteinmed.edu/>
- Sign in with your Monte Active Directory username and password
- Click “One45” located under Student Links

### 2. Click on “To Dos” located on the left-hand side



Student’s name and Student Advisory Committee (SAC) – Members Report Form will be displayed under “Forms to complete.”



Faculty's To Dos: 1 EXPAND ALL COLLAPSE ALL

Forms to complete (1) ▼

Please fill in the forms you see here

Target	Activity	Program	Dates ▼	Form	Contact
GRtest, Registrar (2030)	SAC	GS SAC	Aug 28/20	Student Advisory Committee (SAC) - Member Report Form	del ... ✖

Note: If there is no form, then the student has not yet submitted the form to you to complete.

### 3. Click on Student’s name (see Target column).

### 4. Complete the form, and then click the “Submit” button at the end.

*Student and the committee chair will be able to access the completed evaluation for review upon your submission.*