

One45 Student Advisory Committee (SAC) Form Instructions for PhD and MD-PhD Students

Students are required to meet with their SAC at least once during their second and third years and at least twice (every six months) during the fourth year and above.

Student Advisory Committee and meeting guidelines are available at:
<https://www.einsteinmed.edu/education/phd/current-students/>

Before the meeting:

Once the student has identified their committee members and chair, and confirmed a meeting date, the student needs to complete the Student SAC form and send out the Member Report and Chair Summary report forms via One45 at least one week prior to the date of the SAC meeting.

After the meeting:

Each committee member and the chair must complete and submit their SAC report form through One45. The student will be able to access the completed report forms in One45 following each meeting, and print the reports for their records and for submission to the departmental office if needed.

It is the student's responsibility to follow up with the members of the SAC for submission of the online reports.

Student does not need to submit a printed report to the Graduate Office.

Questions? Email GradRegistrar@einsteinmed.edu

I. Access One45 and SAC Forms

1. Log into One45

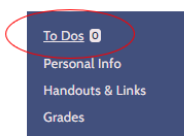
Through Luminis Portal:

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

Through Direct Access:

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

2. Click on "To Dos" located on the left-hand side



There will be three Student Advisory Committee (SAC) forms displayed under Forms to Send

Forms to send	
Choose a new form to send	
Form	Assessment
<input type="checkbox"/> Student Advisory Committee (SAC) - Member Report Form	of me
<input type="checkbox"/> Student Advisory Committee (SAC) Chair Summary Report Form	of me
<input checked="" type="checkbox"/> Student Advisory Committee (SAC) Form - Student	by me

II. Send and Complete the Student Form

3. Click on **Student Advisory Committee (SAC) Form - Student**
4. The event selected should be “SAC (GS SAC)” with dates reflective of the current academic year. Click on “Continue to step 2” button.

Form to send
Student Advisory Committee (SAC) Form - Student

Step 1 - Select an event
Jun 29, 2020 - Jun 30, 2021 | SAC (GS SAC)

SAC (GS SAC)
Jun 29, 2020 - Jun 30, 2021

Continue to step 2 →

Step 2 - Select a date

Step 3 - Choose who you will be assessing

5. Select the date of your upcoming meeting using the calendar box, and then click the “Send form” button.

Step 2 - Select a date
Jul 22, 2020

Jul 22, 2020

Switch to date range

Back to step 1

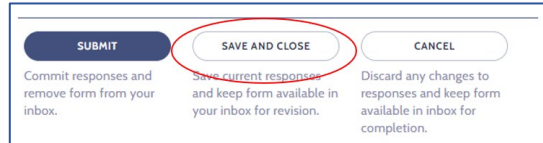
Send form

6. Next, complete the Student form and click on the “Submit” button.

Note: this form requires that you identify at least three SAC members. **You must notify the Graduate Office at GradRegistrar@einsteinmed.edu if:**

- *you cannot find a faculty member in One45 that you wish to select for your committee, and/or*
- *you have an external (non-Einstein) member on your committee*

When you are done filling out the rest of the form, please click on “Save and Close”

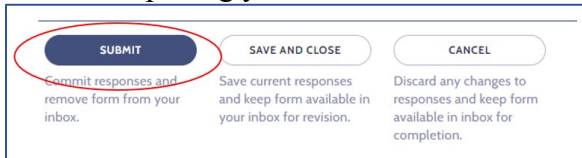


button and then notify the Graduate Office by email of any faculty or external member you wish to include on your Student Advisory Committee. The Grad Office will work with you to add that member to the list of committee members in One45.

When you log back into One45 to add the remaining members to your form, the form will be listed under the “Forms to complete” section on your list of To Dos.

Forms to complete (1)				
Please fill in the forms you see here				
Target	Activity	Program	Dates	Form
self-evaluation (saved)	SAC	GS SAC	Aug 26/20	Student Advisory Committee (SAC) Form - Student

Finish completing your form, then click the “Submit” button at the end.



III. Send the Member Report Form

Note: when distributing the member form,

- **Do not include your committee chair; the committee chair should be sent the Chair Summary Report Form only.**
- **It is not required for your mentor to complete a member report form. Confirm with your mentor if they want to complete a member form before distributing it to them.**

7. Click on **Student Advisory Committee (SAC) – Member Report Form** available under “Form to send” on your list of To Dos.
8. The event selected should be “SAC (GS SAC)” with dates reflective of the current academic year. Click on “Continue to step 2” button.

9. Select the date of your upcoming meeting using the calendar icon, and then click on “Continue to step 3” button.

10. Click on “Search” button to display a list of Einstein faculty. Choose all that apply by selecting the checkbox next to the faculty name.
(You can also type in the faculty members first and last name, then click Search.)

11. Once you’ve selected your committee members, click on the “Send form” button in order to distribute the report form to your committee members. *Committee members will be sent an automatic email from One45 letting them know they have a task to complete in One45.*

IV. Send the Chair Summary Report Form

12. Click on **Student Advisory Committee (SAC) Chair Summary Report Form** available under “Form to send” on your list of To Dos.
13. The event selected should be “SAC (GS SAC)” with dates reflective of the current academic year. Click on “Continue to step 2” button.

14. Type in the first and last name of your committee chair, then click on “Search” button. Check the checkbox next to the chair’s name, then click “Send form” *Committee chair will be sent an automatic email notification from One45 to let the chair that know they have a task to complete in One45.*

V. To View Results

Once each member and the chair has submitted their report forms after the meeting, you will be able to view them in your list of To Dos, under the “Results” section.

Follow instructions above to log into One45 (if needed) then click on To-Dos.