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

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 4.
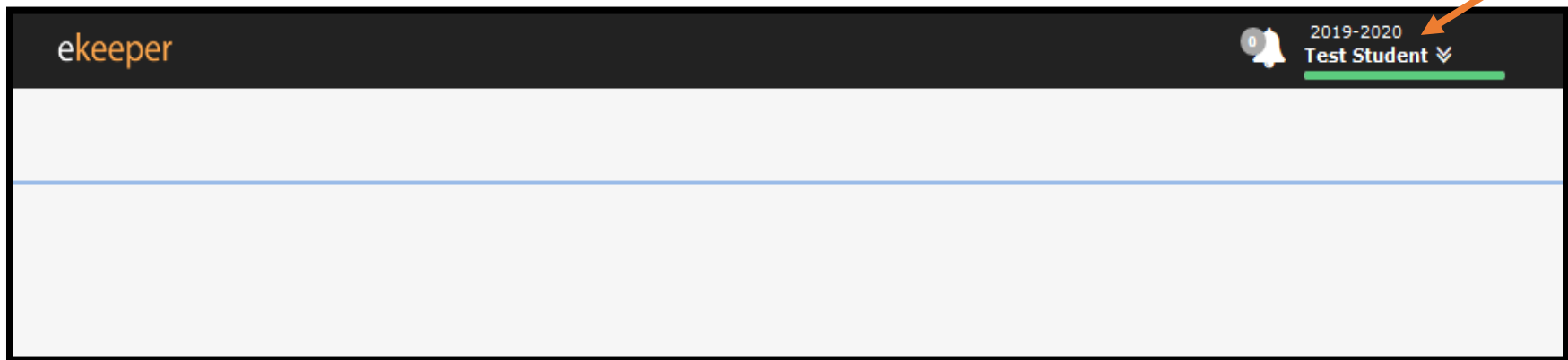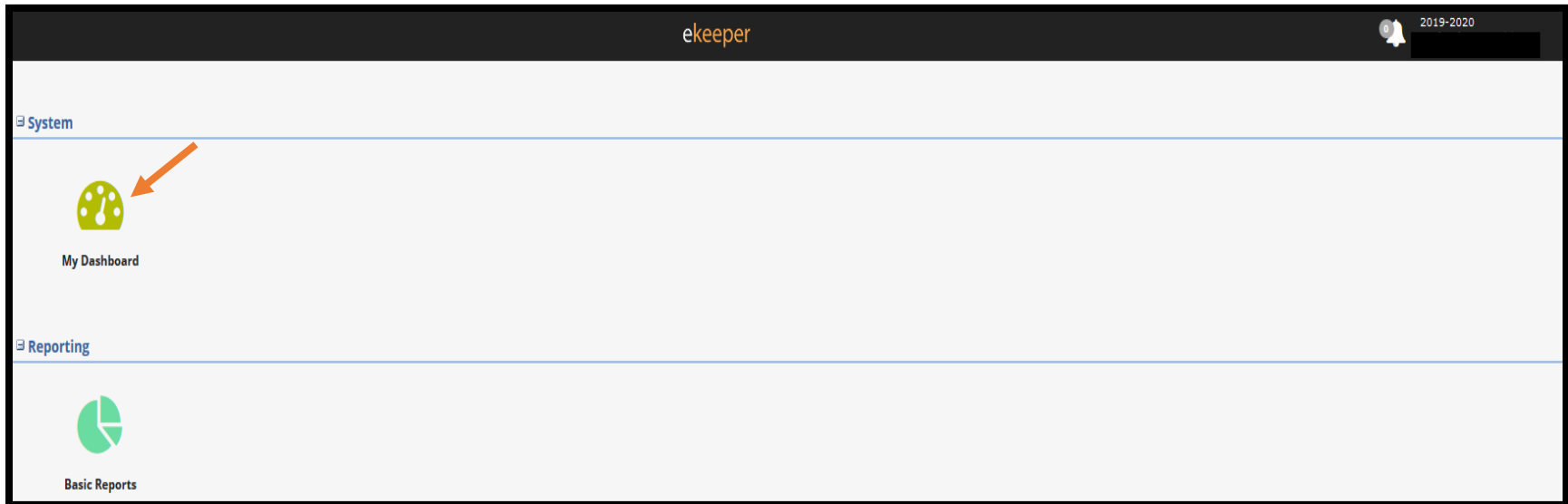

3. To change the academic year, click the arrow icon and select "Switch Terms," then select the correct year from the drop-down.
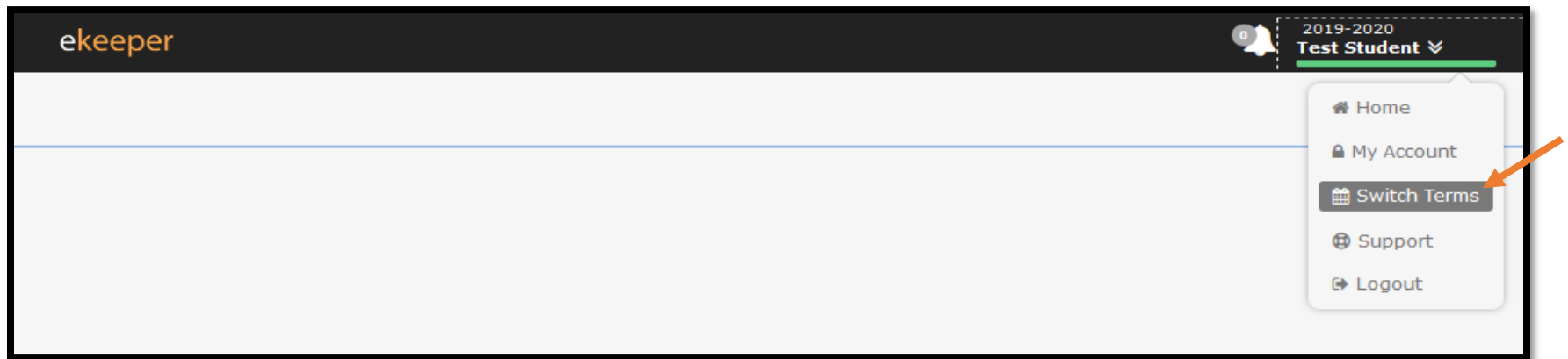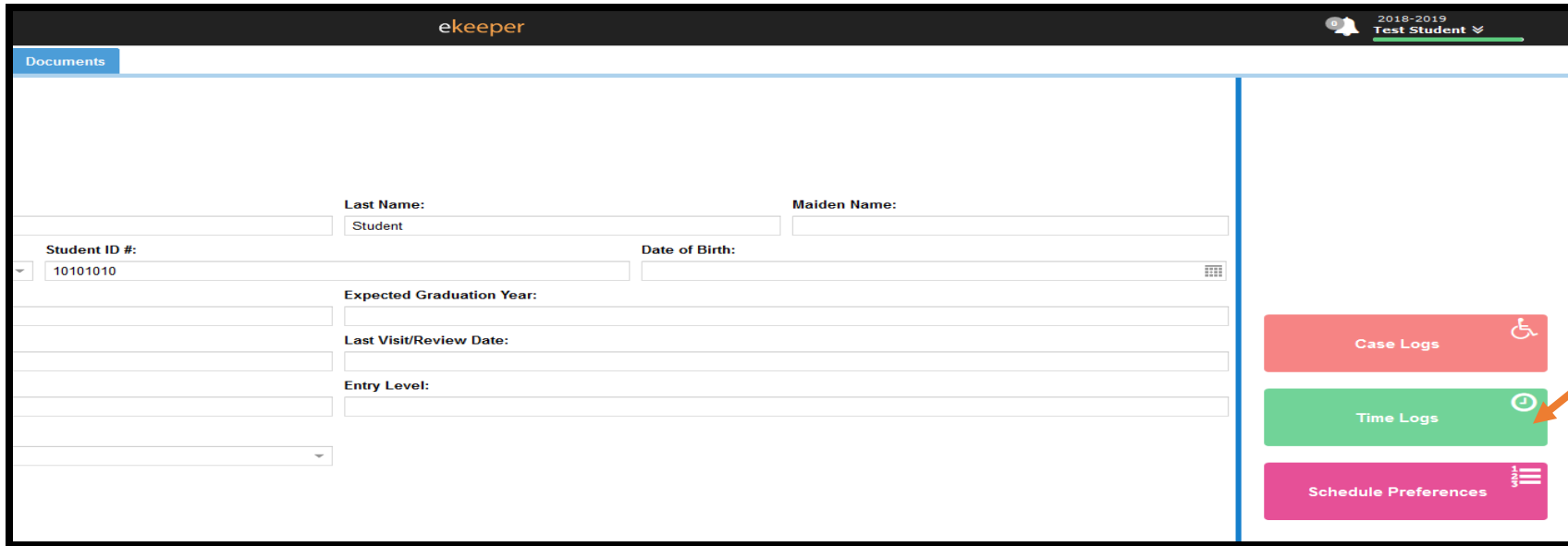
4. Select the appropriate academic year from the drop-down.
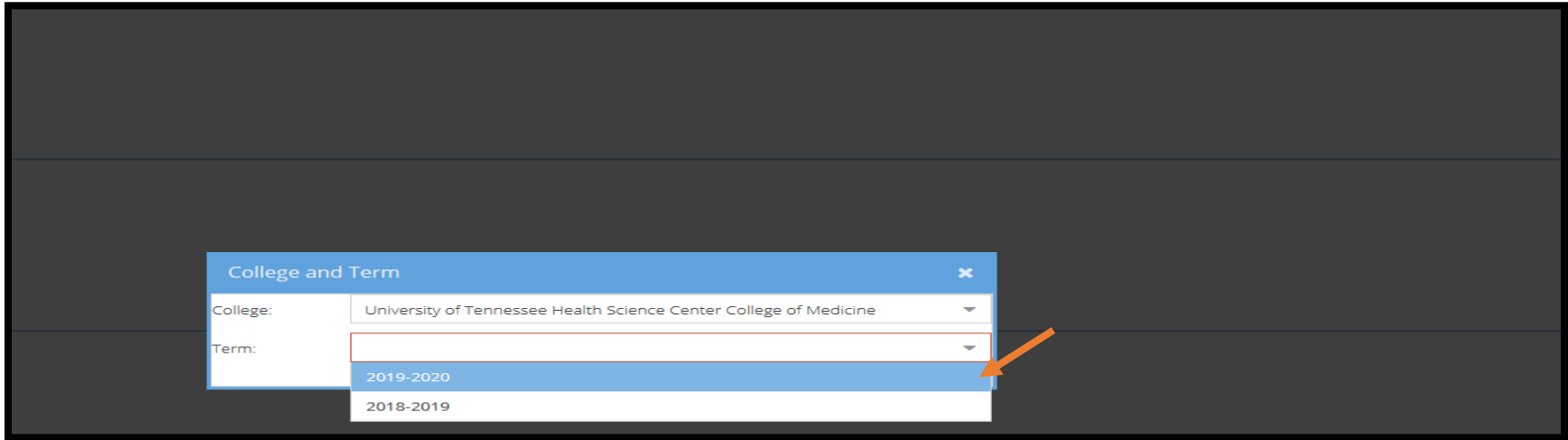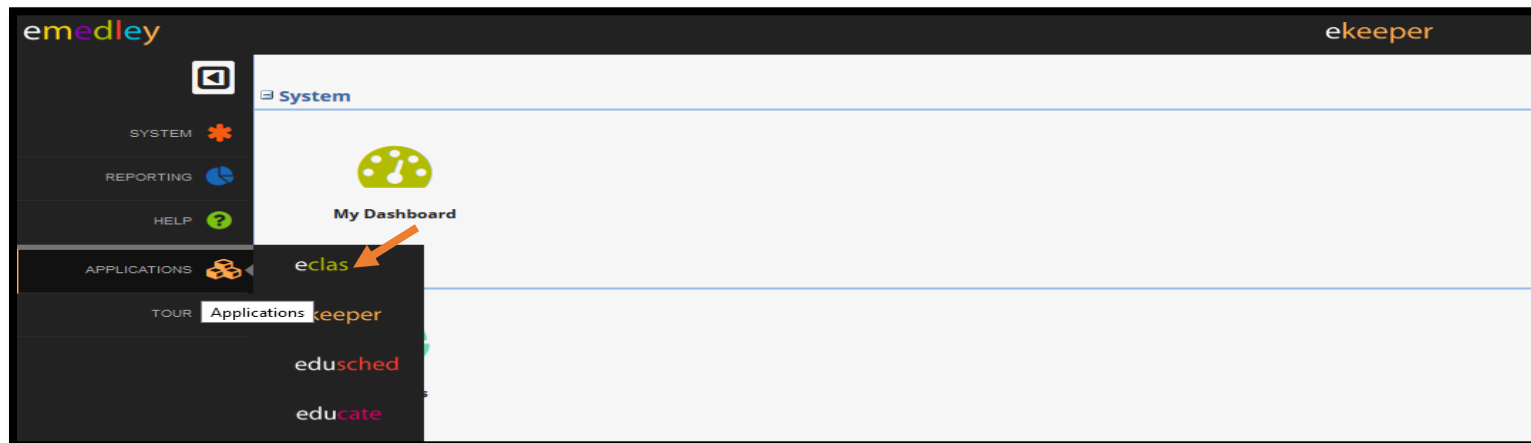

5. Click the "My Dashboard" icon.

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

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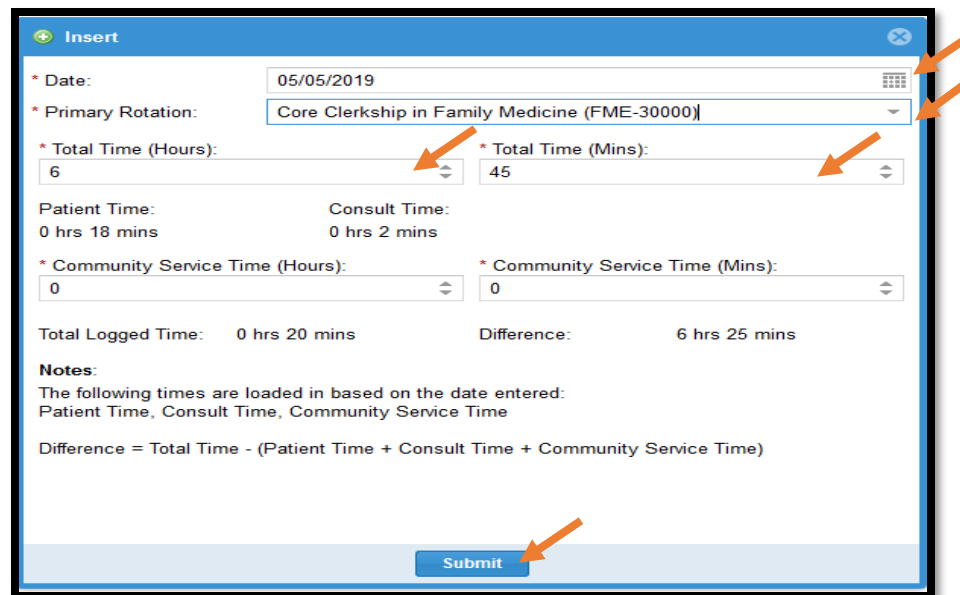
7. To create a new Time Log, click "Insert"

8. Fill in the appropriate information in the "Date," "Primary Rotation," "Total Time (Hours)," and "Total Time (Minutes)" fields and click "Submit."*

*Leave Community Service time in hours and minutes set to 0. These hours are *not* required.

9. To view, update, or delete a submitted time log entry to 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.****