



E*Value Quick Start Users Guide

1. **Open** your browser from an Internet-connected computer. Into the Address space, type: <https://www.e-value.net>
2. **Log in:**
 - a. Type in your login name and password then click the "Login" button.
 - b. If you do not have your login name or password:
 - i. Type your e-mail address into the space provided at the bottom of the login screen and click the "Request Password" button.
 - ii. E*Value will send your login name and password to the e-mail address entered, provided it matches one within E*Value.
3. **Changing your password:**
 - a. Click on the "Password Change" option on the left side of your screen.
 - b. Type in your new password. Click the "Change Password" button.
 - c. Passwords should be at least 6 characters in length and no longer than 10 and can be made up of a combination of letters and numbers.
 - d. Passwords are not case sensitive.
4. **Completing an evaluation:**
 - a. Click on the "Pending" option in the "Evaluations" submenu on the left side of your screen.
 - b. Your evaluations are grouped by activity with your oldest evaluations listed first.
 - c. Next, click on the "Edit Evaluation" link next to an evaluation.
 - d. You may be required to complete the oldest evaluations first. If so, newer evaluations will remain in queue until your older ones are completed.
5. **Removing an evaluation:**
 - a. Click the "Suspend" link next to an evaluation.
 - b. You will be prompted to provide a reason why you are requesting removal of the evaluation.
 - c. This message will be sent to your E*Value administrator who will delete it from E*Value.
6. **Saving an evaluation:**
 - a. Click on the "Save for Later" button at the bottom of the evaluation.
 - b. This will save the answers but will not leave the evaluation in a pending state.



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- c. You may come back to this evaluation later to make modifications before submitting it.
- 7. **Submit a completed evaluation:**
 - a. Click on the "Submit" button at the bottom of the evaluation.
 - b. If you have not answered mandatory questions, E*Value will let you know and will highlight the incomplete mandatory questions in red.
 - c. Once submitted, an evaluation can no longer be edited.
- 8. **Viewing the evaluations you have submitted:**
 - a. Click on the "Completed" button in the "Evaluations" submenu on the left side of your screen.
 - b. Click on the evaluation you wish to view.
- 9. **Logging out of E*Value:**
 - a. Click the "Log Out" menu button on the left side of your screen.
 - b. If you leave E*Value to visit another web-site and attempt to return via the browser's "Back" button, E*Value will require you to log back in again.
- 10. **HELP**
 - a. If you need assistance please contact, the Pediatric Medical Student Education Coordinator at 202 884-5692.