Log In and Out

© support.tevera.com/hc/en-us/articles/115000432447-Log-In-and-Out

Overview

This article gives you the steps to log in and out of your database in a secure, HIPAA-compliant manner.

Log In

To Your Organization

2. Organization Domain: Enter your Organization (included in your registration email).
   - The organization domain will match your university or college's email domain (what appears before the .edu in your academic email address)
3. Click Continue.
   - You will be directed to your university or college's database login page.

To Your User Account

Note: The User Login URL follows this pattern: organizationdomain.tevera.app/#/logon

Save this university/college database login page to your browser as a favorite. This login URL is specific to your organization, so next time you log in, you can skip Steps 1-3 above!

1. User name: Enter your user name (included in your registration email).
2. Password: Enter your password.
   - If you would like to change your password, you may do so after logging in.
3. Click Login.
   - You will be logged in to your account.
HIPAA Tip! NEVER, EVER, EVER, EVER, EVER, EVER, EVER auto-save your login user name and password for an electronic health record. This is considered a HIPAA violation.

Log Out

Click the Exit icon in the upper right hand corner of the screen.

HIPAA Tip! Log out any time you leave your computer in order to protect private health information.

Login Troubleshooting
1. Click the **User Profile** icon in the upper right hand corner.

The **User Settings** window will open.

2. Click the **My Profile** tab.

Here you can enter or edit any of your personal information. Click on the edit icon next to any field to make changes.

3. Phone Numbers: Click the plus icon to add a phone number.
Here you can add as many phone numbers as you would like, label them appropriately, and select one as your primary number.

4. **Demographics**: Click on the edit icon next to any demographic information field you would like to enter information for.
5. **Address**: Click on the edit icon next to any address field you would like to enter information for.
6. Entering the **Zip code** first will allow you to select/auto-populate **City, State, County**, and **Country** fields all at once.
7. **Languages** (optional): Add any languages you would like to have listed as part of your profile.
   - Click the plus icon to the right.
The language fields will appear.

- Select the Language, Proficiency, and Mode using the drop-down menus.
  For ASL, the language selection is English, and the mode is Expressed signed.

8. Manage Tracks (Students only).

https://support.tevera.com/hs/hs-ext/articles/115009178547-Update-Your-User-Profile
Overview

You can access documents in multiple places within your Tevera depending on your role. Here is a helpful guide showing you how.

Students

Students can find their documents in 3 different ways:

1. Using the Global Search feature in the upper right corner of their Tevera. Simply click on the search icon, then type in the document name.
2. Within your assignments environment.
   Type in the name of the document or assignment in the search bar at the top to narrow your search.
3. Click on the Recent Documents icon in the lower left corner of your Tevera page to view a list of recent documents.
Site Supervisors

Site supervisors can view supervisee’s documents in 4 different ways:

1. Selecting the **Records** button under the Records tile on your homepage.

2. Selecting the records icon 🔍 on the menu bar to the left.
3. Using the Global Search feature.

4. Selecting the task button for a supervisee, and then turning on the Show Complete button. This will show you all documents tied to tasks that you completed for said supervisee.
Faculty can find student documents in multiple ways:

**Global Search**

1. Click on the global search icon.
2. Type the name of the document you want to find.
3. Select the document. Click the More button to view more documents.

**Program Management | Supervision Environment**

**Specific Student’s Documents**

1. Select the student search icon next to your Home icon.

2. Select the student who’s documents you would like to view.
3. Click on the **Documents** tab.
4. All of the student's documents will appear. Use the search filters at the top of the list to narrow your search.

**All Supervisee Documents**

1. Click the **Documents** tab next to your tiles tab.
2. Select the **Staff/Student** tab.
3. All of your supervisee's documents will appear. Use the search filters at the top to narrow your search.

**Class Documents**

1. Select the **Assignments** tab.
2. Select the class from the dropdown.
3. Click on the status icon of the student/assignment you want to view.
4. Click on the Open/Review button.

Program Administrators
Program Administrators can view student documents in their **Program Management | Supervision** environment like faculty (listed above) or view all user documents in their **Staff & Students** environment.

**Program Management | Staff & Students environment:**

1. Type in the user's name.
2. Click the plus icon to the left of their name to expand their profile.
3. Select the Documents tab.
4. Click the plus icon to the left of the document name to expand and view it.
Tracking and Reviewing Hours

Students Track Time

Another process we will set up in Tevera is how students will track their time, and how it will be reviewed and approved.

Students will enter their time into our database according to the graduation standards students must meet for your program(s). We will work with you to customize these.

Supervisors and Instructors Review Time

During onboarding we will create the review process for how students will submit their time to their supervisors and faculty, and how they will review it.

Students are able to submit reports for electronic signature by supervisors and instructors.

Instructors and Faculty are also able to review the specific time entry information that students have entered.
Managing Field Placement Tasks

Students Complete Tasks

We will set up classes with tasks for students. We are able to customize the tasks to match the assignments you want students to complete as well as get you program overview data.

Faculty Review Tasks

Tasks can be sent to any users of Tevera, as well as people without Tevera account to complete electronically. Instructors over the course are able to manage the student progress through the tasks in the Assignments Grid.
<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 3 Hours Report</td>
<td></td>
</tr>
<tr>
<td>Month 4 Hours Report</td>
<td></td>
</tr>
<tr>
<td>Evaluation of your Supervisor</td>
<td></td>
</tr>
<tr>
<td>Evaluation of your Site</td>
<td></td>
</tr>
<tr>
<td>Evaluation of the Student</td>
<td></td>
</tr>
<tr>
<td>Professional Disposition Form</td>
<td></td>
</tr>
</tbody>
</table>

- **Not Started**
- **In Progress**
- **Waiting On**
- **Waiting On Me**
- **Changes Requested**
- **Completed**
Field Placement Tasks

In Tevera you are able to create classes for students to complete all of their required tasks during their time at their field placement site. We have found that many programs have similar tasks required of students. Here is an example of a class created for field placement tasks.

Here is an example class of field placement tasks for students to complete. The hours tracking and reporting do not need any forms associated with them. They will all be created through reporting built into Tevera. Other tasks will have forms associated with them and you are able to use any standard forms that Tevera has.
Assignments

<table>
<thead>
<tr>
<th>Name</th>
<th>Due date</th>
<th>Waiting on</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Completion Audit</td>
<td></td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>Learning Contract</td>
<td></td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>Track your Field Placement Hours</td>
<td></td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>Month 1 Hours Report</td>
<td></td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>Month 2 Hours Report</td>
<td></td>
<td></td>
<td>Not Started</td>
</tr>
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<td></td>
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<td>Evaluation of the Student</td>
<td></td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>Professional Disposition Rubric</td>
<td></td>
<td></td>
<td>Not Started</td>
</tr>
</tbody>
</table>

Users are able to use the supervision grid to see how students are progressing through the list of task, as well as complete tasks on students and review and sign any items.

| Degree Completion Audit                        | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Learning Contract                              | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Track your Field Placement Hours               | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Month 1 Hours Report                           | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Month 2 Hours Report                           | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Month 3 Hours Report                           | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Month 4 Hours Report                           | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Evaluation of your Supervisor                  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Evaluation of your Site                        | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Evaluation of the Student                      | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Professional Disposition Rubric                | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

- ☐ Not Started
- ☐ In Progress
- ☐ Waiting On
- ☐ Waiting On Me
- ☐ Changes Requested
- ☐ Completed
Home

Welcome, Student

Welcome to your new home within Tevera! This streamlined workspace allows you to do the most completing assignments, getting placed in a training placement, and tracking their progress. Click the button below to select the video tour.

Assignments

View assignments for your program, classes, groups, or cohorts. See the status of each and what's waiting on, if others need to sign or review an assignment.

Complete Assignments

Site Supervisors

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