

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

1. Go to <https://tevera.com/login>.
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 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.

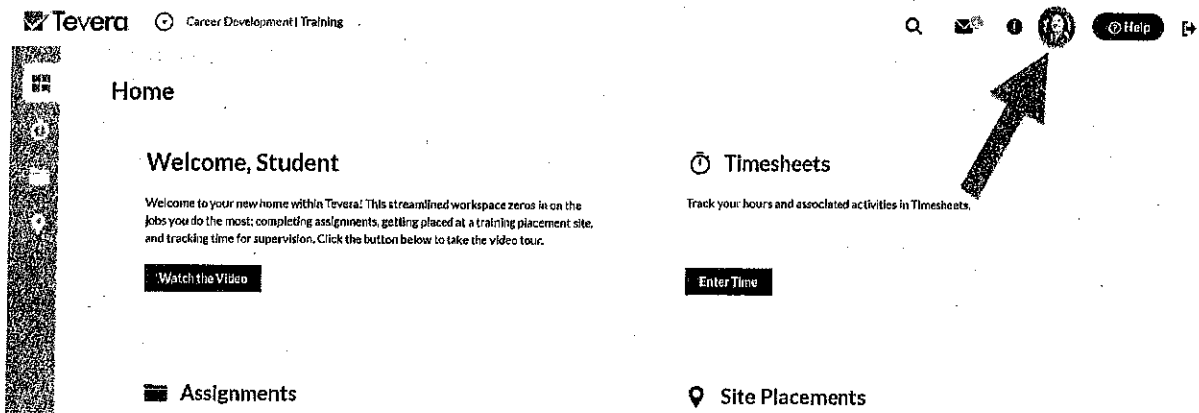
[Login Troubleshooting](#)

Update Your User Profile

support.tevera.com/hc/en-us/articles/115009178547-Update-Your-User-Profile




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

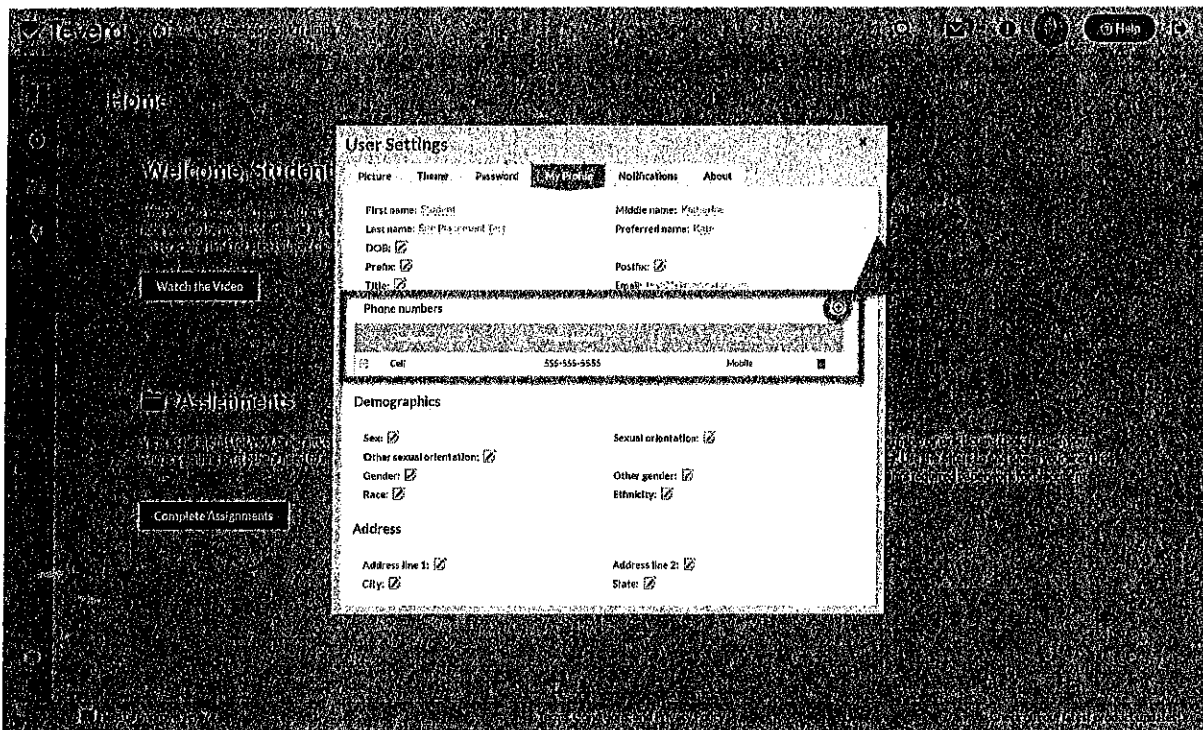


The **User Settings** window will open.

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 a change.

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.

Phone numbers +

Description	Phone number	Type	
Cell	555-555-5555	Mobile	

Description: Cell

Phone number: 555-555-5555

Type: Mobile

Primary Phone 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.
 - o Click the plus icon to the right.

User Settings

Picture Theme Password **My Profile** Notifications About

Demographics

Sex: Sexual orientation:
Other sexual orientation:
Gender: Other gender:
Race: Ethnicity:

Address

Address line 1: Address line 2:
City: State:
Zip: County:
Country:

Languages

No Languages have been added yet.

The language fields will appear.

Language Proficiency Mode

Language: language

Proficiency:

Mode:

This record isn't complete and hasn't been saved!

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

Language Proficiency Mode

English Excellent Expressed signed

Language: English

Proficiency: Excellent

Mode: Expressed signed

8. Manage Tracks (Students only).

How to Search for Documents

support.tevera.com/hc/en-us/articles/360015195373-How-to-Search-for-Documents



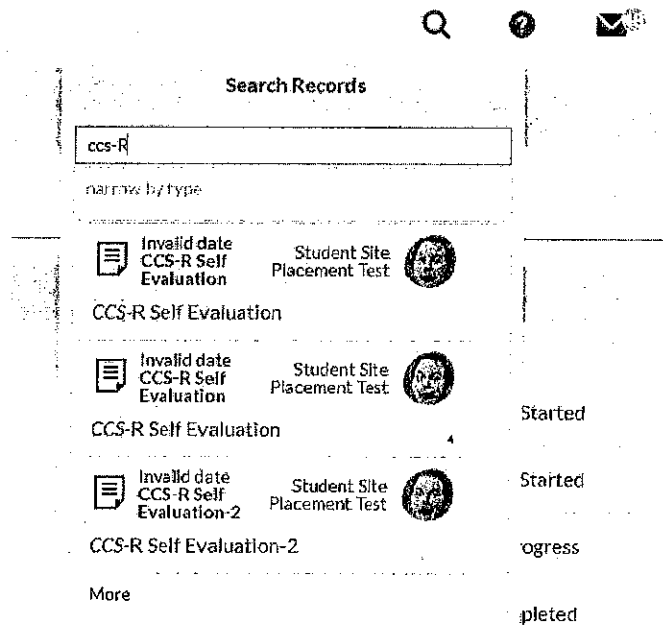
Overview

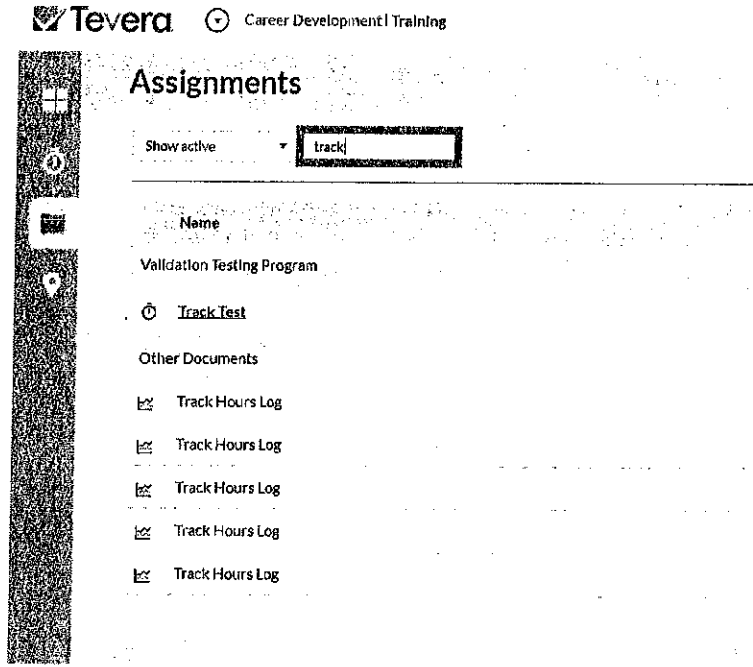
You can access documents in multiple places within your Tevera depending on your role. Here is a helpful guide showing you how.

Students

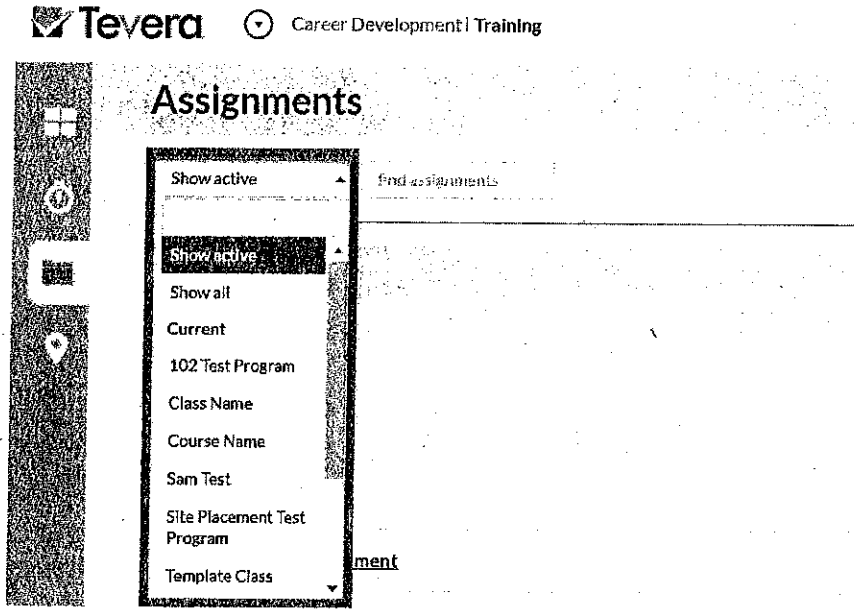
Students can find their documents in 3 different ways:

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.





You can also filter you search by class



3. Click on the Recent Documents icon in the lower left corner of your Tevera page to view a list of recent documents.

Tevera Career Development Training

Home

Welcome, Student

Welcome to your new home within Tevera! This streamlined workspace zeros in on the jobs you do the most: completing assignments, getting placed at a training placement site, and tracking time for supervision. Click the button below to take the video tour.

[Watch the Video](#)

Assignments

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

[Complete Assignments](#)

- Internship Agreement
- Test Form 1
- CCS-R Self Evaluation
- Final Evaluation for Practicum/Inter...
- CCS-R Self Evaluation
- Affiliation Agreement
- CCS-R
- Track Hours Log
- Advisor Notes
- Track Hours Log

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.

Tevera Career Development Training

Home

Program Tasks

Check back here for more voluntary tasks that need to be completed that are related to a student.

[Program Tasks](#)

Records

Quick access to completed tasks.

[Records](#)

Student Site Placement Test (10924)

vs2019@collins.com
Validation Testing Program Contact
Validation PPS AS (10924)
735-433-7982
vs2019@collins.com

Validation Students (10843)

vs2019@collins.com
735-433-7982
vs2019@collins.com
Validation Testing Program Contact
Validation PPS AS (10843)
735-433-7982
vs2019@collins.com

Frodo Baggins

vs2019@collins.com

2. Selecting the records icon  on the menu bar to the left.

The screenshot shows the 'Records' section of the Tevera interface. A table lists various documents with columns for document name, date, and status. A search filter is applied to the top right of the table.

Document Name	Date	Status
Student Site Placement Test (10924)	12/27/2018	Complete
Student Site Placement Test (10924)	12/27/2018	Complete
Student Site Placement Test (10924)	12/27/2018	Complete
Student Site Placement Test (10924)	12/27/2018	Complete
Student Site Placement Test (10924)	12/27/2018	Complete
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Student Site Placement Test (10924)	12/27/2018	Complete

3. Using the Global Search feature.

The screenshot shows the 'Home' page of the Tevera interface. A large white arrow points from the 'Records' section towards the search bar in the top right corner. The search bar contains the text 'Search Records' and has a magnifying glass icon.

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.

The screenshot shows the 'Supervisee Tasks' page for a specific supervisee. It lists 'Current Tasks' and 'Completed Tasks'. A 'Show Complete' button is circled in red in the top right corner. Below the 'Completed Tasks' section, there is a list of task statuses.

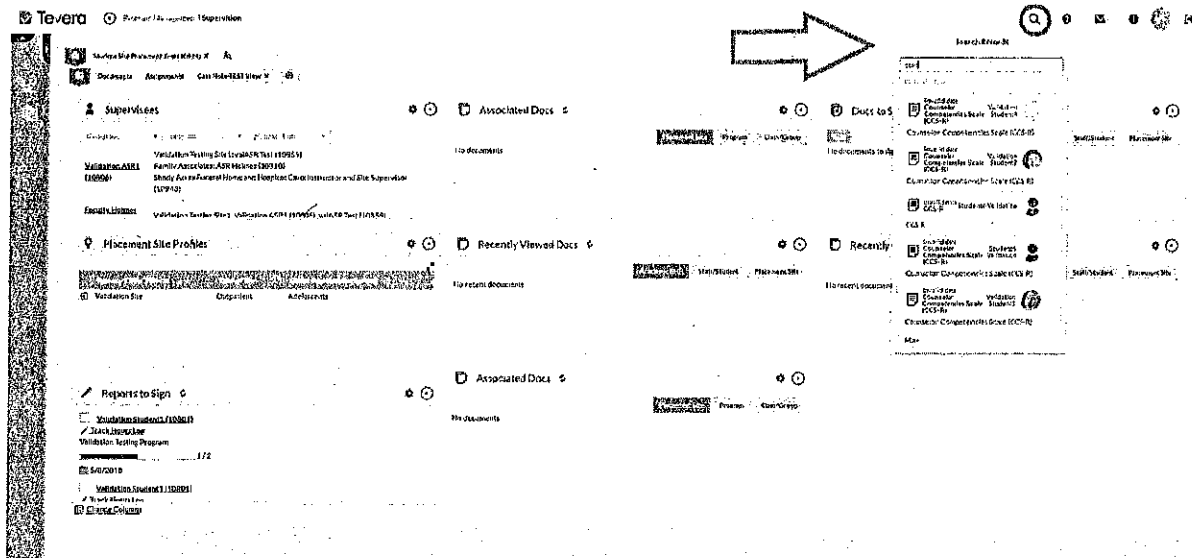
Task Name	Status
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed
Student Site Placement Test (10924)	Completed

Faculty

Faculty can find student documents in multiple ways:

Global Search

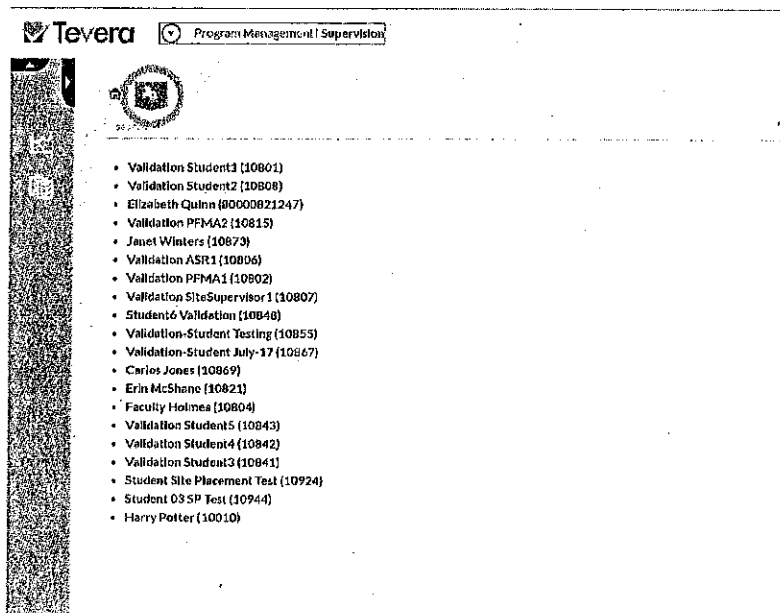
1. Click on the global search icon.
2. Type the name of the document you want to find.
3. Select the document. Click the **More** button to view more documents.



Program Management | Supervision Environment

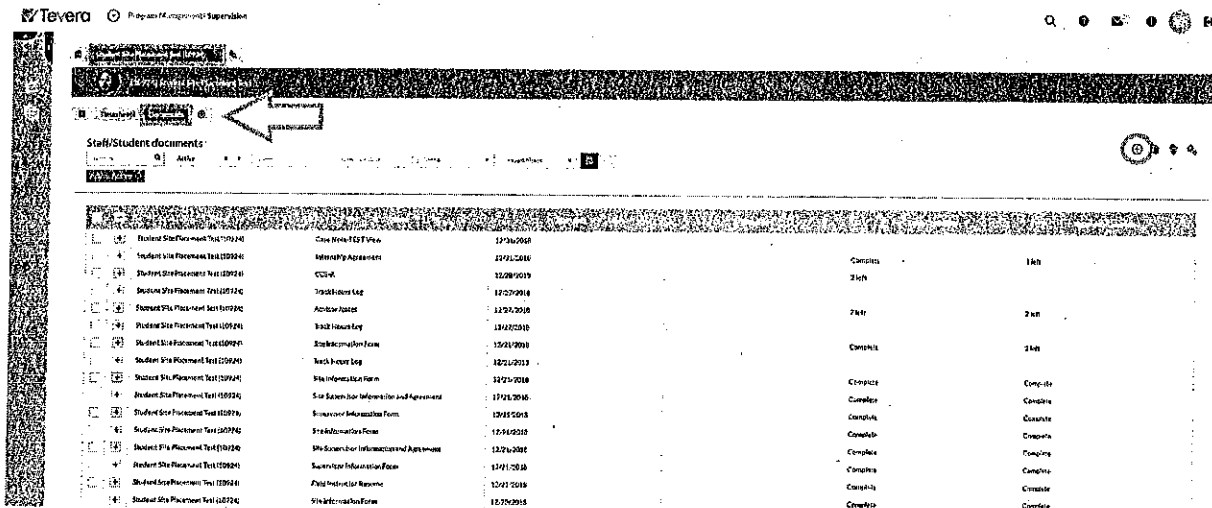
Specific Student's Documents

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



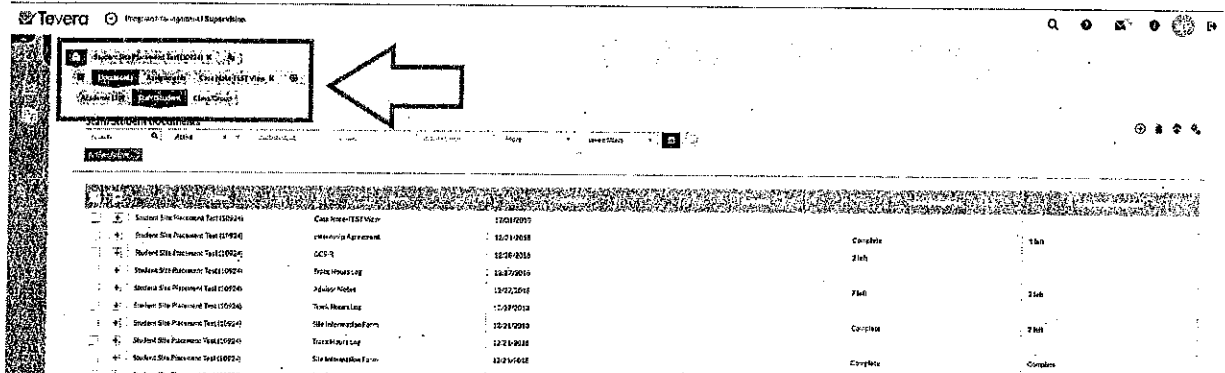
2. Select the student who's documents you would like to view.

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.



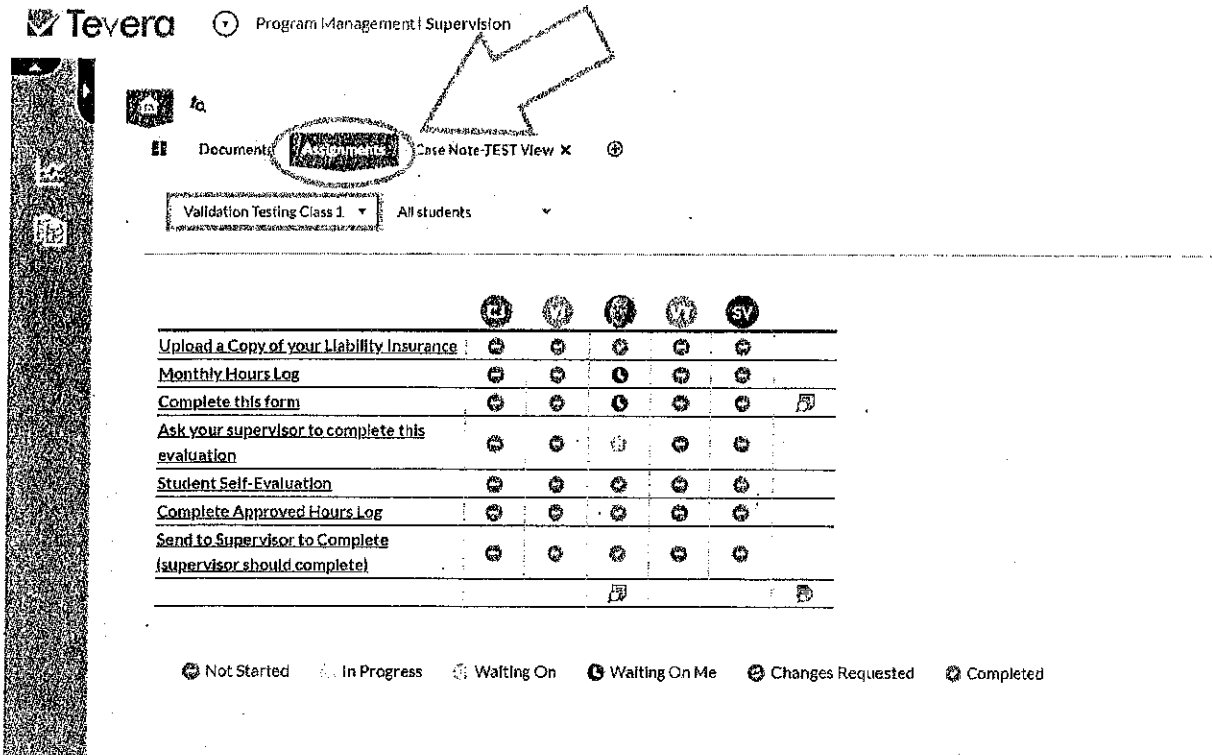
All Supervisee Documents

1. Click the **Documents** tab next to you files 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.

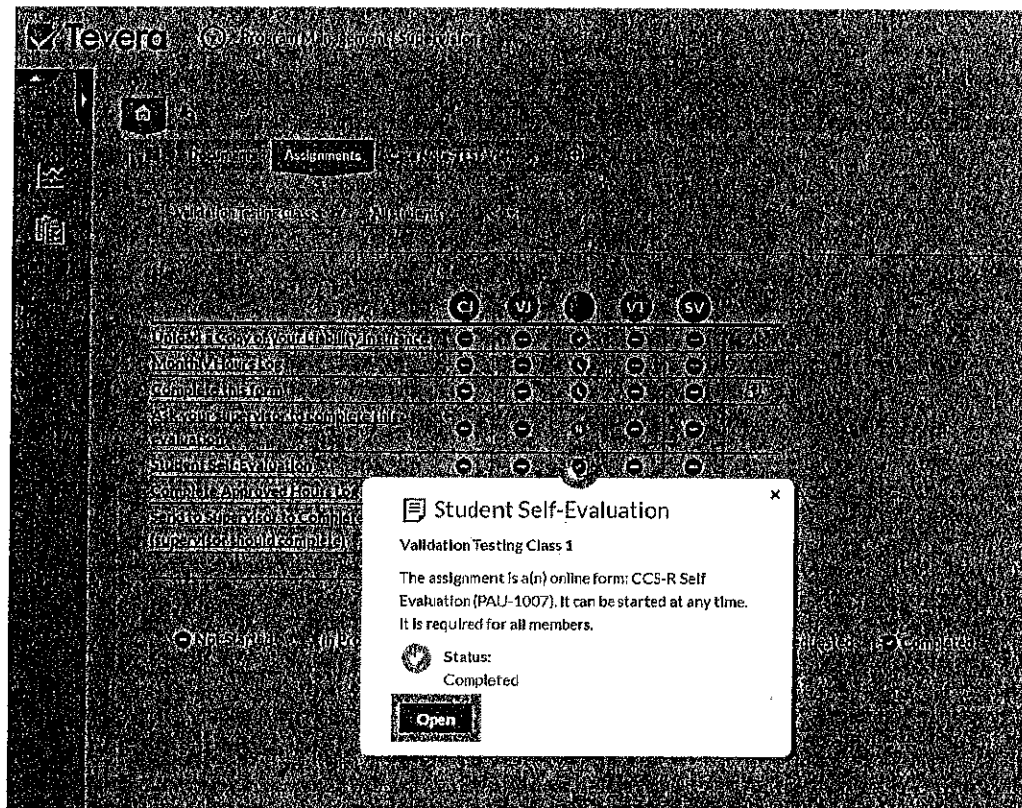


Class Documents

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.

The screenshot shows the Tevera 'Staff & Students' interface. The top navigation bar includes the Tevera logo and the title 'Program Management | Staff & Students'. Below this, there's a search bar and a 'Clear Filter' button. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Student' profile card for 'Sia Poochun Test' with details like 'Student ID: 1123456789', 'Email: test.sia@springarborsocialwork.edu', and 'Phone: 508-555-1234'. The main panel displays a list of documents under the 'Documents' tab. The list includes items like 'Spring Arbor University Social Work Program', 'Social Work Field Placement', and 'Affiliation Agreement Between Spring Arbor University Social Work Program'. A large Tevera logo is overlaid on the bottom right of the screenshot.

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.

Activity	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	Total
Individual Faculty work performed by you								0h
Courses, Faculty, and Clubs (max. \$20/hr)								28h
Workshops, seminars, training sessions, or conferences directly related to teaching, faculty development, mentoring (max. \$20)								20h
Classroom Administration (max. \$20)								4h
Supervisor/Instructor activities (max. \$20)								20h
Other								0h
Total								72h

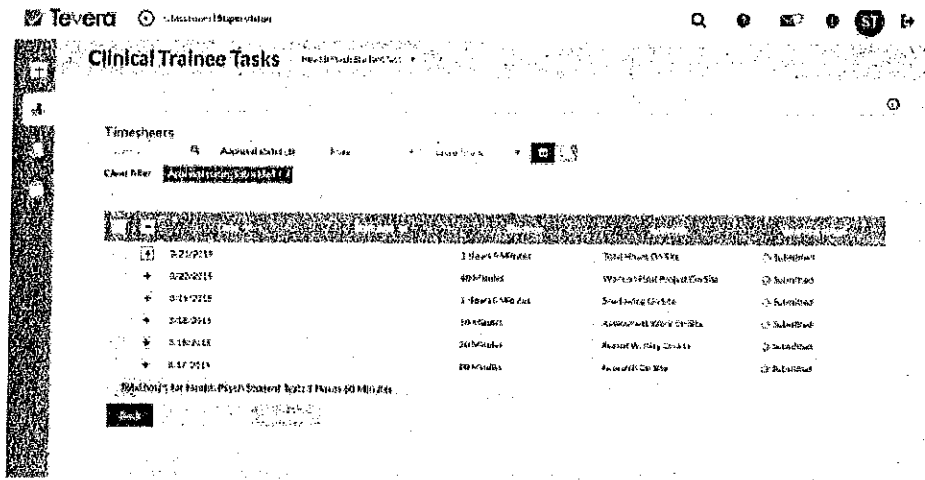
Supervisors and Instructors Review Time

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.

Supervisor/Instructor	Date	Hours
Supervisor/Instructor	1/17/2019	20h
Student	1/17/2019	20h
Total		40h

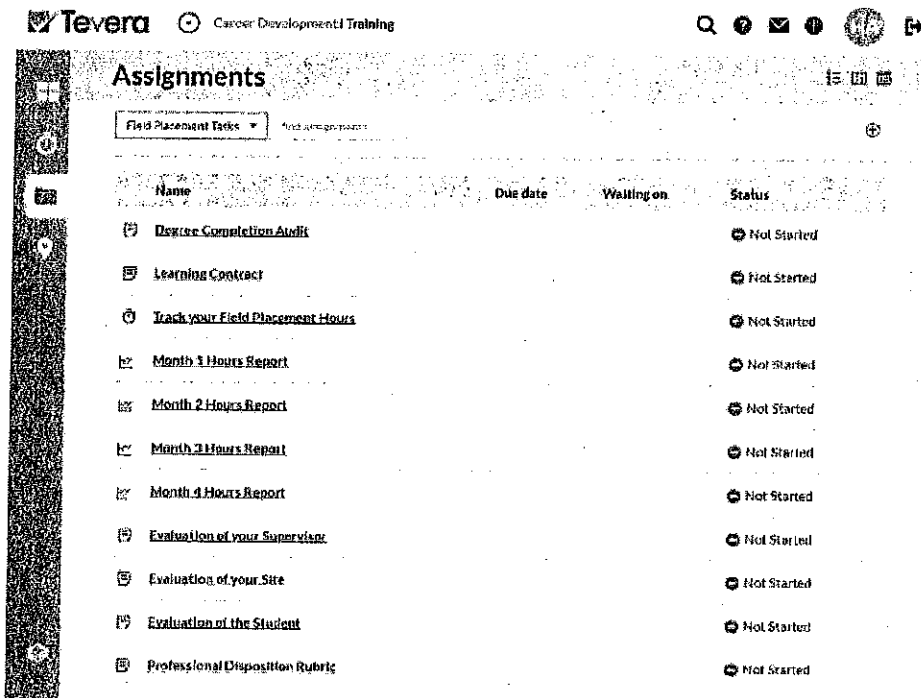
Instructors and Faculty are also able to review the specific time entry information that students have entered.



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.

	CB	CB	CB	CB	CB	CB
<u>Degree Completion Audit</u>	⊕	⊕	⊕	⊕	⊕	⊕
<u>Learning Contract</u>	⊕	⊕	⊕	⊕	⊕	⊕
<u>Track your Field Placement Hours</u>	⊕	⊕	⊕	⊕	⊕	⊕
<u>Month 1 Hours Report</u>	⊕	⊕	⊕	⊕	⊕	⊕
<u>Month 2 Hours Report</u>	⊕	⊕	⊕	⊕	⊕	⊕

<u>Month 3 Hours Report</u>	⊖	⊖	⊖	⊖	⊖	⊖	⊖
<u>Month 4 Hours Report</u>	⊖	⊖	⊖	⊖	⊖	⊖	⊖
<u>Evaluation of your Supervisor</u>	⊖	⊖	⊖	⊖	⊖	⊖	⊖
<u>Evaluation of your Site</u>	⊖	⊖	⊖	⊖	⊖	⊖	⊖
<u>Evaluation of the Student</u>	⊕	⊕	⊕	⊕	⊕	⊕	⊕
<u>Professional Disposition Rubric</u>	⊕	⊕	⊕	⊕	⊕	⊕	⊕

Not Started
 In Progress
 Waiting On
 Waiting On Me
 Changes Requested
 Completed

Field Placement Tasks

 support.tevera.com/hc/en-us/articles/360019538333-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

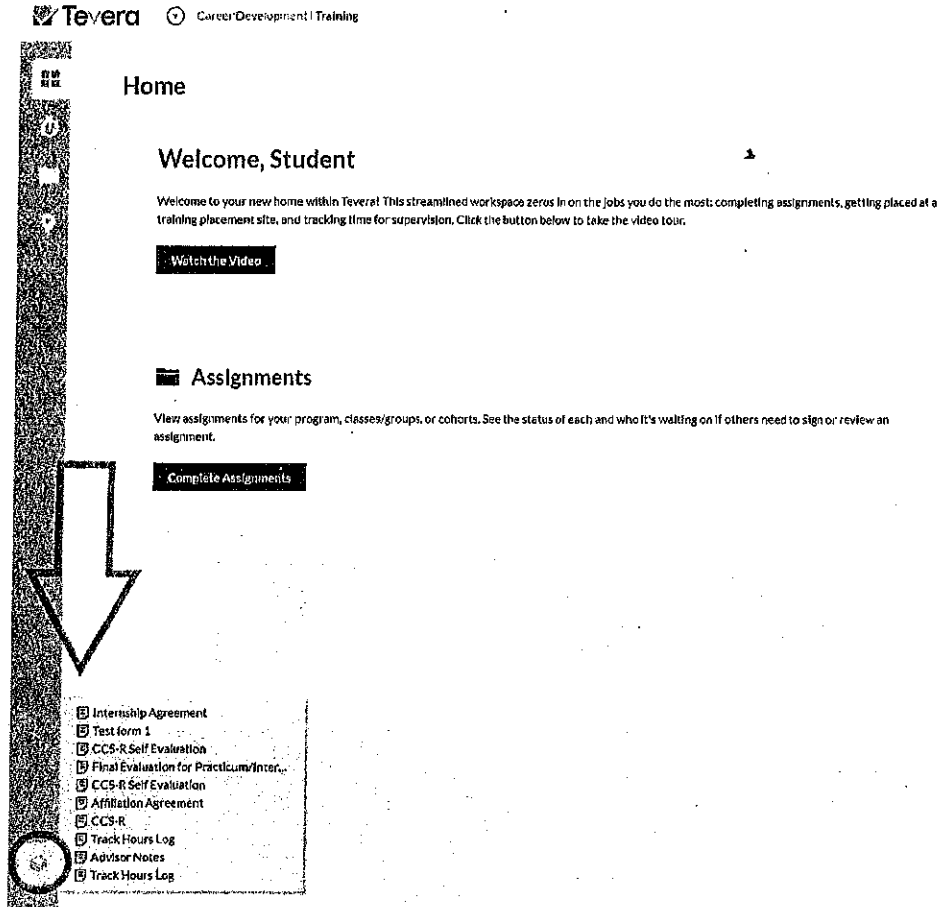
Field Placement Tasks +

Name	Due date	Waiting on	Status
Degree Completion Audit			🕒 Not Started
Learning Contract			🕒 Not Started
Track your Field Placement Hours			🕒 Not Started
Month 1 Hours Report			🕒 Not Started
Month 2 Hours Report			🕒 Not Started
Month 3 Hours Report			🕒 Not Started
Month 4 Hours Report			🕒 Not Started
Evaluation of your Supervisor			🕒 Not Started
Evaluation of your Site			🕒 Not Started
Evaluation of the Student			🕒 Not Started
Professional Disposition Rubric			🕒 Not Started

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	+	+	+	+	+	+	+

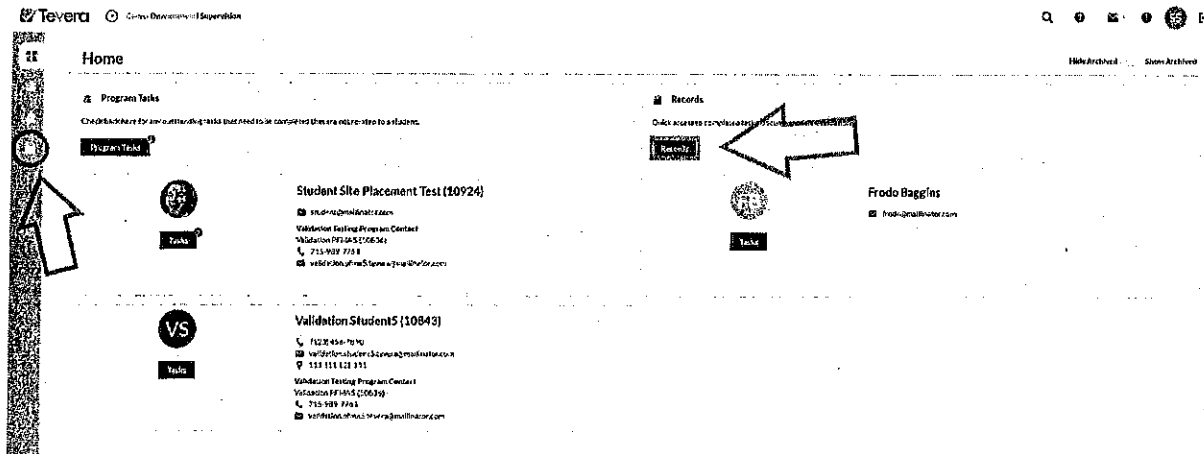
🕒 Not Started 🔄 In Progress ⏸️ Waiting On ⌚ Waiting On Me 🔄 Changes Requested 🏁 Completed



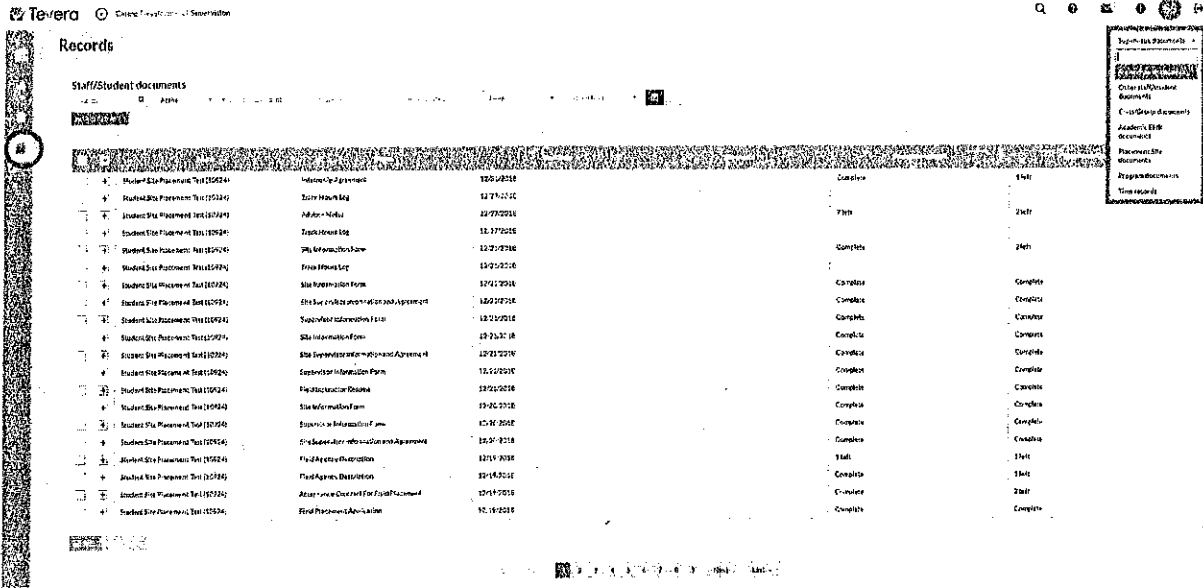
Site Supervisors

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

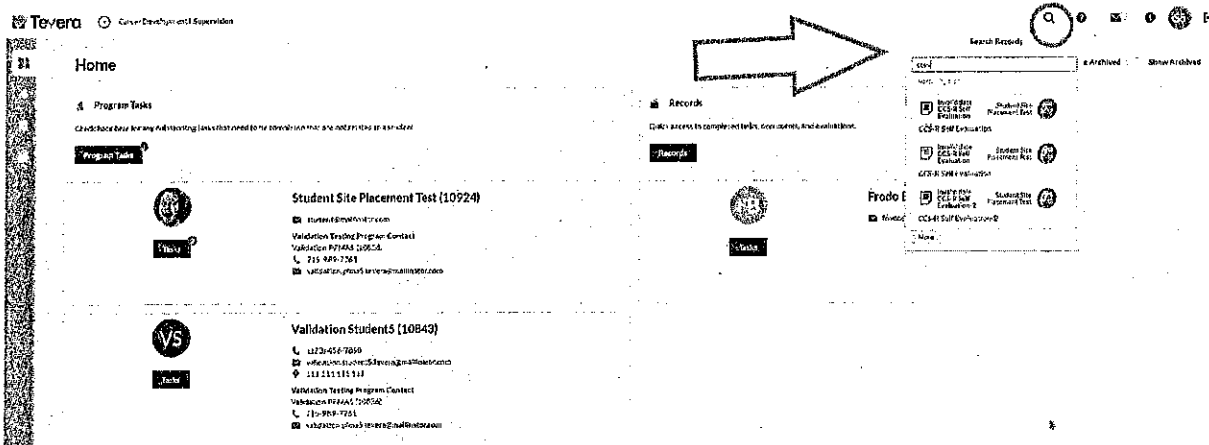
1. Selecting the **Records** button under the Records tile on your homepage.



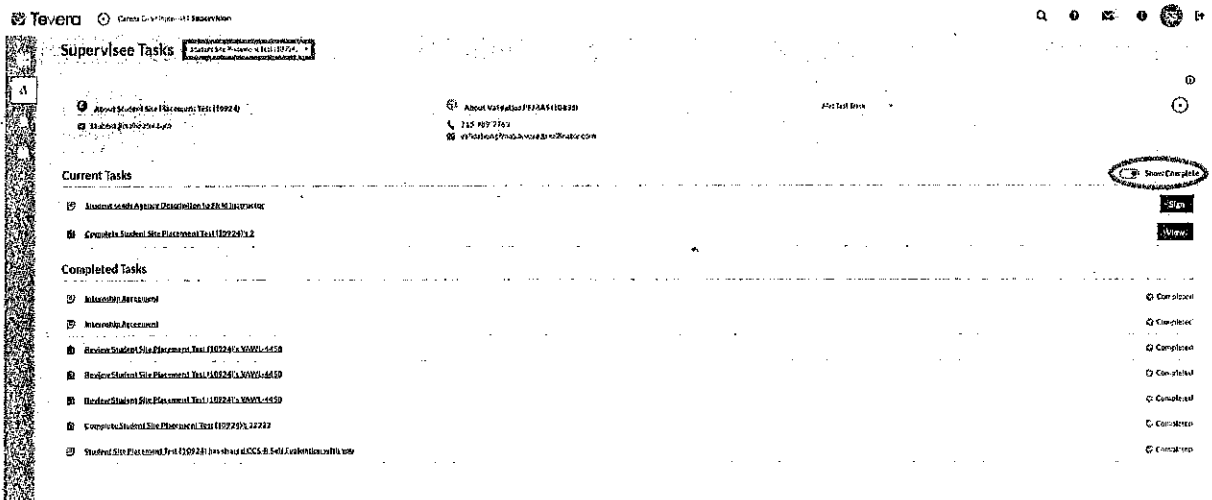
2. Selecting the records icon  on the menu bar to the left.



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.

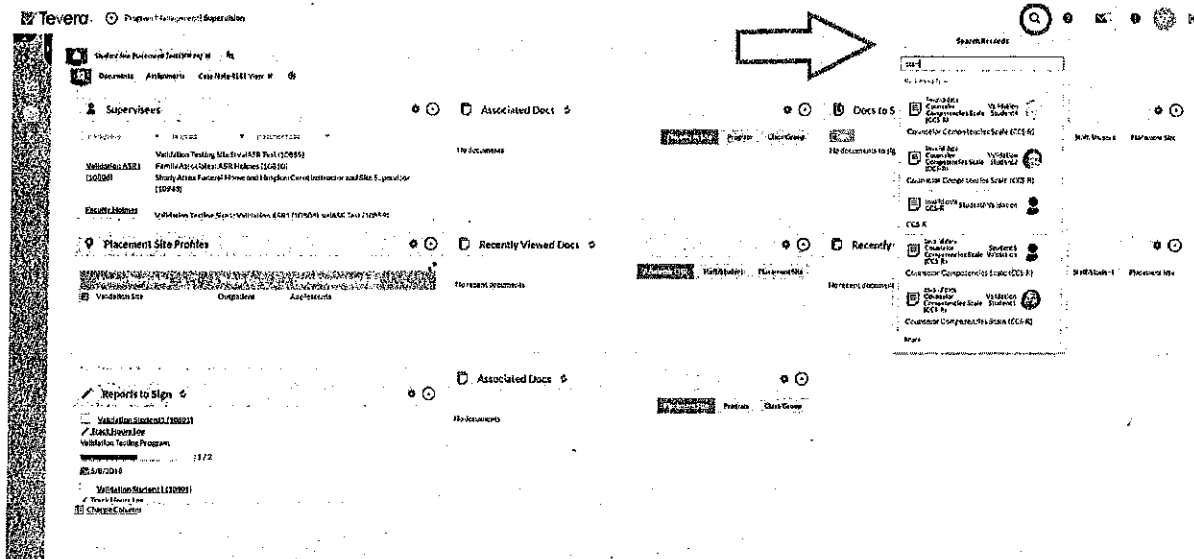


Faculty

Faculty can find student documents in multiple ways:

Global Search

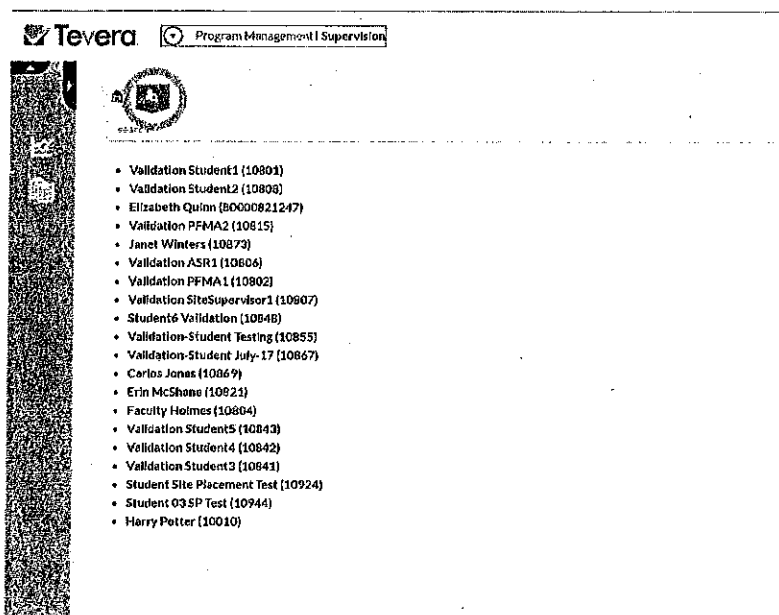
1. Click on the global search icon.
2. Type the name of the document you want to find.
3. Select the document. Click the **More** button to view more documents.



Program Management | Supervision Environment

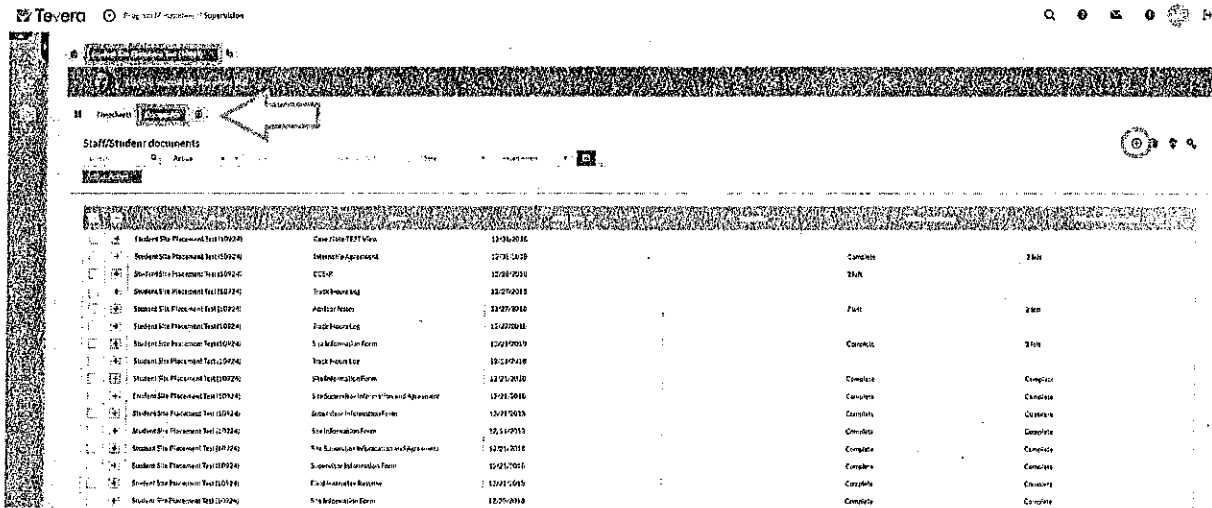
Specific Student's Documents

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



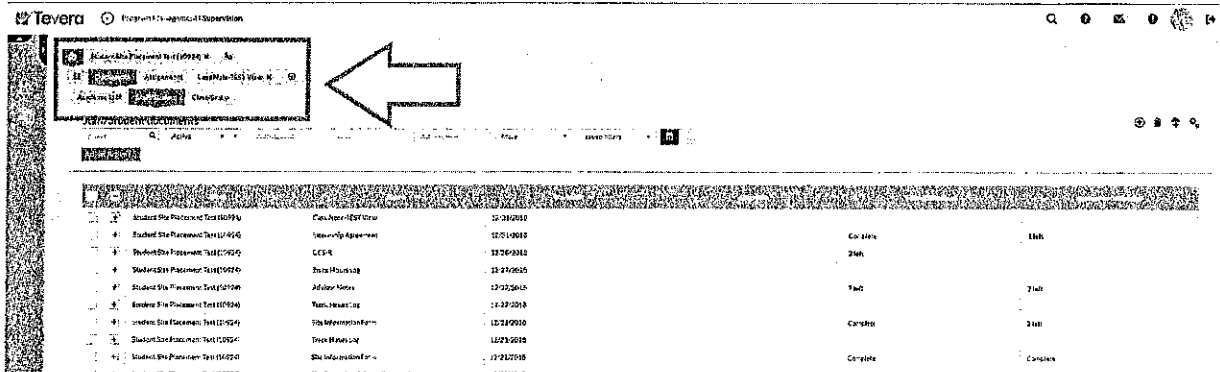
2. Select the student who's documents you would like to view.

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.



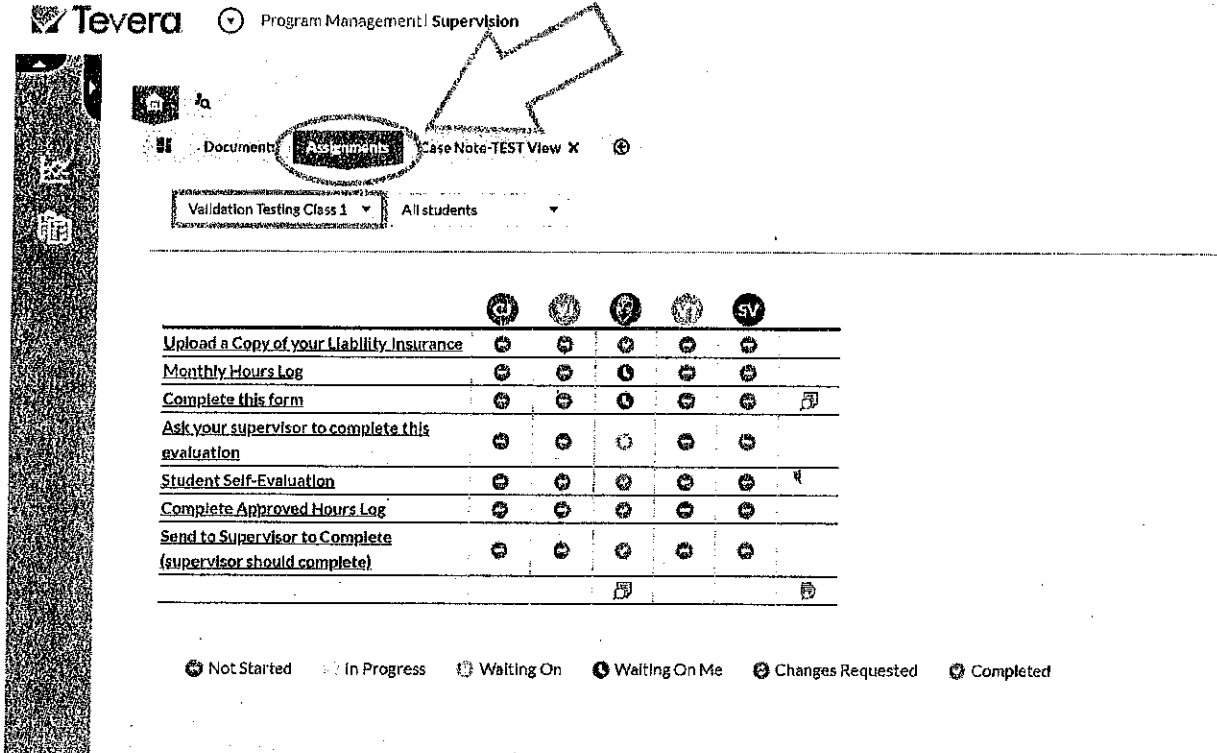
All Supervisee Documents

1. Click the **Documents** tab next to you 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.

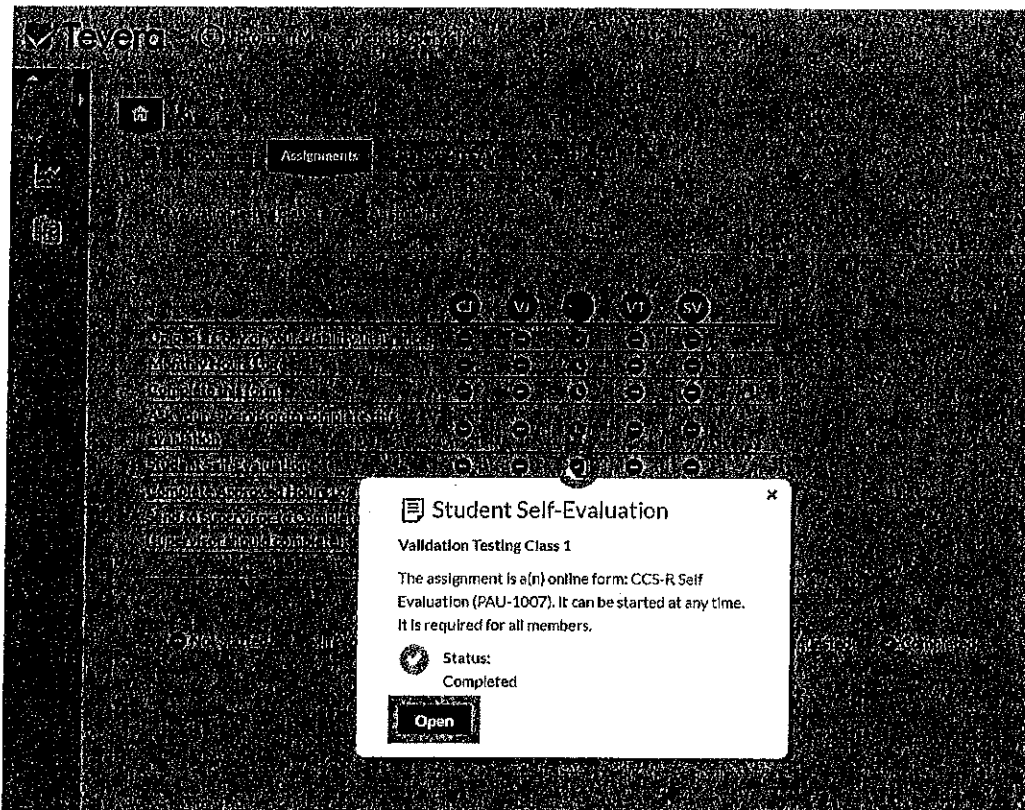


Class Documents

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