



Welcome to MedHub – Trainee Instructions

What is MedHub?

MedHub is a web-based Residency Management System designed to track and document a variety of critical program and resident activities, such as work hours, learning curriculum, rotation scheduling, and evaluations, relating to institutional reimbursement and program accreditation. Please keep in mind that all e-mail notices regarding MedHub will come from donotreply@medhub.com. Should you have any questions, please contact your program administrator.

How Can I Access MedHub?

MedHub is accessible with any standard internet connection by navigating to the MedHub website or by selecting the MedHub application on your MyAccess dropdown list. The MedHub Mobile App is available for iPhone and Android users. The Trainee will search for the App by typing 'MedHub' in the search field and the MedHub Mobile App will be displayed. When the App is initially opened the Trainee will be asked if they would like to receive notifications from MedHub (i.e. "Work Hours have not been submitted yet.")

MedHub Home Page:

Your MedHub home page includes a variety of information and functionalities for you to utilize.

- **Urgent Tasks:** Will list items that are requesting your attention to complete i.e. evaluations, work hours,
- **Announcements:** from either OGME, your program or program director listed under 'Portal Channel'
- **Resources/Documents:** View specific information related to your program
- **Learning Modules:** View Learning Modules provided by your program
- **Absence/Vacation Request Forms:** Select this functionality when requesting time off, this will notify your program director and program administrator through the work flow approval process
- **Rotation Schedule:** What your program administrator has scheduled in MedHub regarding your rotation schedule will be listed here
- **Messaging:** Send a message to anyone in your program through the MedHub messaging tool.
- **Portfolio Tab:** Create, manage and maintain a personal learning portfolio and allow access for your mentors within your program to view and provide feedback.
- **Schedules:** View your rotation schedule as well as your peer's schedules. You can review your program and rotational **Curriculum Objectives/Goals**, must be uploaded by program administrator.
- **Procedures Tab:** Log procedures and review summaries
- **Evaluations Tab:** Although pending evaluations will be listed under the red Urgent tasks box, you can go here to see a more detailed list as well as initiate evaluations and review your own evaluations
- **Conferences Tab:** You will see upcoming conference information listed on the home page, more details regarding the presenter and materials will be listed on the tab itself.

If you have any issues logging into your Medhub account, be sure to contact your program administrator!



Logging into MedHub

As long as the user has a valid UCSF Employee ID, there are two ways to log into MedHub: One being from the MyAccess Application drop down list or from the MedHub website itself.

- 1) Log into your UCSF [MyAccess](#) account

- 2) Scroll down your Application list and click on MedHub

MyAccess News

Log out of MyAccess?

Just closing your browser window will not safely and completely close your MyAccess session. Check out that **LOGOUT** button in the light blue bar on the top right. Click there to safely close your MyAccess session. Alternatively, if you completely quit out of your browser that will end your MyAccess session too.

APPLICATIONS TERMS OF SERVICE HELP

Filter Applications Clear Filter Manage Favorites

★ 25Live Classroom Scheduling sso
Check classroom availability and submit scheduling requests on-line.

★ At Your Service Online sso
UCOP AYSO Benefits - Please visit Opt-In Documentation for setup instructions (http://its.ucsf.edu/idm/myaccess/help/ayso_instructions.html)

★ BearBuy sso
BearBuy

★ E*Value
Educational Evaluation and Program Management System

★ HBS Timekeeping System VPN sso
Online Timekeeping

★ Mail
mail@UCSF is a suite of products designed to meet UCSF's email, calendaring, contact information, and spam filtering needs.

★ MedHub sso
UCSF Medical Education Management System

★ MyExpense sso
Employee Expense Reimbursement System

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- 3) You will be directed to the MedHub login page and will have to click the white box that reads: Click here to login with your UCSF ID. Once clicked, you will be directed to your home page



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These instructions can successfully be followed in reverse in order to log into your MedHub account:

- 1) Go to MedHub login page: <https://ucsf.medhub.com/index.mh>
- 2) Click the white box that reads: Click here to login with your UCSF ID
- 3) You will be directed to the UCSF MyAccess login page
- 4) Once you've entered your login information, you will be directed to your MedHub home page.

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