MWU ITS QUICK START GUIDE

ROTATION MANAGEMENT SYSTEM (RMS)
ACCOUNT SETUP INSTRUCTIONS FOR PRECEPTORS

GET STARTED

> **NOTE:** *Account set up **only** needs to be done once. If you already have an account for https://online.midwestern.edu (i.e., Alumni, Faculty, etc.) there is no need to create another account.*

1. Open a browser and access **Midwestern University's website** (https://www.midwestern.edu/)
2. Login to **MWUNet** (https://online.midwestern.edu/)
3. Select the **Account Setup** link in the lower right-hand corner.

PRECEPTOR ACCOUNT SETUP
1. Select the **Preceptor Account** button.
2. Enter the following information:
   - **Preceptor ID** – A Preceptor ID will be provided.
   - **Zip/Postal Code** – Enter Rotation Site zip code.
   - **Last Name** – Enter your last name.

> **NOTE:** *If you need assistance with your **Preceptor ID**, please contact the Information Technology Support Center. Call Arizona, 623-572-3388, Illinois, 630-515-7361 or email support@midwestern.edu*

3. Click the **Submit** button.

4. Setup an account password.
    - 8 character minimum
    - At least 1 lowercase letter
    - At least 1 uppercase letter
    - At least 1 number
5. Password rules/requirements will turn **green** with a valid password submission both in the **New Password** and **Confirm Password** input boxes. Click the **Submit** button.
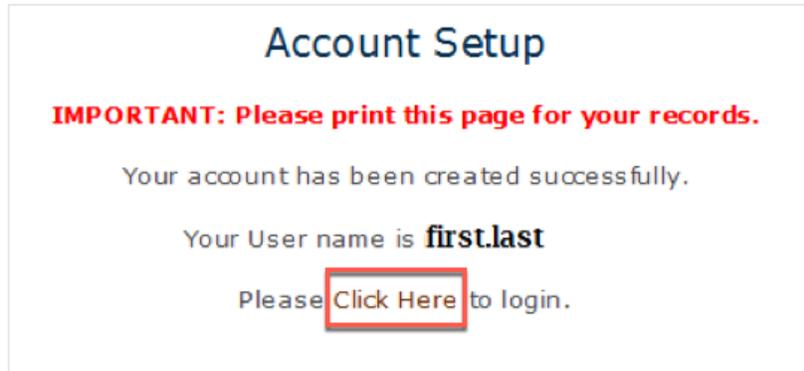

6. **Print** the following page as it contains your **Midwestern University username**. Usernames are formatted as **FIRST.LAST** (e.g. John.Doe).

NOTE: *Usernames are formatted differently for Midwestern University Faculty.*

7. Click on the **Click Here** link under your username to login with your new username and password.

Account Setup

IMPORTANT: Please print this page for your records.

Your account has been created successfully.

Your User name is **first.last**

Please Click Here to login.

PRECEPTOR ACCOUNT FIRST TIME LOGIN

1. Enter your username into the **Login** input box and click the **Secure Login** button.
2. Enter your password and click **Secure Login** button.
3. Setup your **Security Profile**. Select a passphrase from the **Select a new passphrase** drop-down menu, enter a **PIN** number, select a **new security image** and click the **Update Account** button.

Security Profile Setup

Click the Update Account button to update your information

Select a new passphrase: Quality Time

Enter a new PIN number:
Re-enter new PIN number:

- 4 digit number (0-9)
- Cannot repeat digits more than 3 times consecutively
- Cannot use incrementing numbers after each other, ie. 1234, 2345, 3456, etc
- Cannot use decrementing numbers after each other, ie. 9876, 8765, 7654, etc

Select a new security image:

You have selected the image Arizona.jpg.

Update Account

4. Finalize your account setup.

For security and password retrieval we require the following:

- Your **Date of Birth**.
  - The **Date of Birth** listed is the current information on file. To update your **DOB**, follow the directions below.

- A **non-MWU email address**.
  - A requirement to reset a lost password.

Select the **Yes** or **No** radio button to whether or not the above **email address** and **DOB** currently on file are correct. If the information is correct, then select **Yes** click the **Submit** button. If you updated the information, then select **No**, enter your **PIN** and save your changes by clicking the **Continue** button.

If your **DOB** information was incorrect, then you will be provided with an input field to enter your correct DOB.

> **NOTE:** *Submitting the page without entering a __correct__ date for the DOB results in a submission error.*

If your **non-MWU Business email address** is incorrect, then you will be prompted to update it.

If you did not provide a **cell phone number**, then you will be prompted to enter a number and select your **Provider** from the drop-down menu. Click the **Save** button and then the **Continue** button.

You will then be redirected to **an MWU Address Verification** page. If you have no further updates, then click the **My Information is Correct** button and you are finished setting up your account.