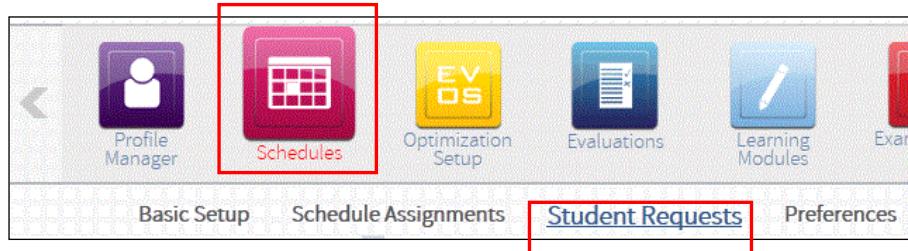


**E\*Value Quick Start**

## Turn On Change Request Functionality

Students are able to make schedule change requests through E\*Value once that functionality has been turned on. This opens the window for students to request schedule changes. *NOTE this guide assumes that initial set up for Change Schedule Request tool has been set up for rank(s) and just needs to be activated.*

1. To begin,, click on the **Schedule** tile in the top navigation bar to see the **Schedules Menu** bar, and then click on **Student Reports**.



2. Click on **End User Interface** in the **Setup Menu**.



3. Click **Action Icon(s)** of the appropriate rank(s)

**End User Schedule Request Interface Setup**

Rank:

If end users are able to manage schedules, what level of independence should they have?

What options will be available to end users on the manage schedules menu item?

Use established Time Frames?

If using curriculum, do you want to enforce availability?

Can Students add their own Sites?

Can Students add their own Educators?

Can Students add their own Courses?

**Existing Setup**

Rank	Level of Independence	Options	Enforce Availability	Use Time Frames	Start Date(s)	Duration Days	Can Add Sites	Can Add Educator	Can Add Courses	Status	Action
Advanced Studies (AS)	Manage With Approval	Curriculum Site	Yes	Yes			No	No	No	Inactive	
Core Clinical (CCE)	Manage With Approval	Curriculum Site	Yes	Yes			No	No	No	Inactive	
FOM1	Manage With Approval	Curriculum Site	Yes	Yes			No	No	No	Inactive	
FOM2	Manage With Approval	Curriculum Site	Yes	Yes			No	No	No	Inactive	
Pre-Matriculated	Manage With Approval	None	No	Yes			No	No	No	Inactive	

4. Once Action is clicked **Status Drop Down Box** appears and status can be set to **active**.

### End User Schedule Request Interface Setup

Rank: Advanced Studies (AS)

#### Status

If end users are able to manage schedules, what level of independence should they have?

What options will be available to end users on the manage schedules menu item?

Use established Time Frames?

If using curriculum, do you want to enforce availability?

Can Students add their own Sites?

Can Students add their own Educators?

Can Students add their own Courses?

Inactive

Manage With Approval

None  
Curriculum  
Site  
Educator

Yes  No 

Yes  No 

Yes  No

Yes  No

Yes  No

**Update**

Cancel

Click Update to  
save status change

5. Schedule Change Request tool is now available to the rank(s) that were set to Active.