## **OASIS** Reporting Template

Faculty – How to Complete Evaluations

## **Completing Evaluations in OASIS**

You will receive an email from OASIS with links to evaluations you need to complete:

## Auto-login links:

- The 1st *URL* (and subsequent *URLs*) will automatically log you into OASIS, without needing to enter your username and password, and bring you directly to that specific evaluation
- Auto-login links will expire in 1 week; however, each weekly reminder email will include a new active link.

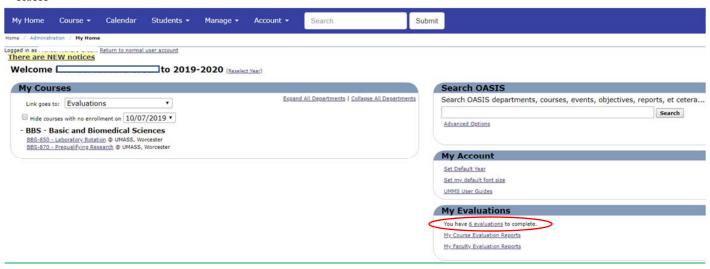
The URL to see a report of ALL your evaluations will require you to log into OASIS (<a href="https://umassmed.oasisscheduling.com/">https://umassmed.oasisscheduling.com/</a>)

- For users with a umassmed.edu email address: Use your network (NT) credentials to log in.
- For users that don't have a umassmed.edu email address: Your email address **IS** your user name. Use the 'Forgot Password' function when necessary.

Under the 'My Evaluations' header, you will see if you have evaluations to complete. Click on the link to be brought to your open evaluations.



## **OASIS** Curriculum Management and Student Scheduling



If you have difficulty accessing the system, please visit IT's <u>OASIS Knowledge Base</u> for helpful documentation to guide you, or email <u>OASIS@umassmed.edu</u>.

If you have any questions or need assistance following this reporting guide, please email IREA@umassmed.edu.