When a course administrator or student generates an evaluation for you to complete about a student’s performance, you will receive an automated email from OASIS (please see screenshot below to see who the email will be coming from and what the subject line will be).

When you open the email, you will see the following (see notes below screenshot for information regarding the contents of the email):

- **URLs are only valid for 7 days** (see gray highlighting above), at which time a new URL will be sent out as part of a weekly reminder email. Weekly reminder emails are sent out on Thursday evenings.
- **If you click on the URL highlighted in blue**, the evaluation will open automatically without needing to log into OASIS. If you have multiple pending evaluations, the email will contain one auto-login URL for each evaluation.
- **Alternatively, if you would like to access all of your pending evaluations at once**, you can scroll down to the bottom of the email and click on the last URL (see section with yellow highlighting). This will require you to log into OASIS (see log in instructions on page 2).
- **In rare instances**, only a portion of the URL will be hyperlinked, therefore if you get an error when clicking on the link, you may need to copy and paste the **entire** URL into your browser.

*Prepared by IREA, 1/22/24.*
Logging into OASIS

Click on the following URL: https://umassmed.oasisscheduling.com

For users with a umassmed.edu email address: Use your email address as your user name and your (NT) password to log in.

For users that have a umassmemorial.org or other email address: Your email address IS your user name. Use the Forget Password function when necessary.

*OASIS uses Single Sign-On (SSO) which means, if prompted, you will use the same login and password that you use to access your UMASSMED email.

**Enter your email address as your username. If it is the first time you are logging in, follow the steps below:

1. Click on the Forgot your password? link. Enter your user id – enter your email address here and click the Submit button.
2. You will receive an email with a link bringing you to a page to change your password and log in.
3. After your first time logging in, you may use your email address and the password you’ve set up to sign in.