

Log in to: <https://www.ems-webs.com/buffalo/>





E d u c a t i o n M a n a g e m e n t S y s t e m

User ID:

Password:

- A. Login using **First Name.Last Name** (must have period between first and last name..i.e., **Mary.Jones**)
- B. Your initial password will be **Password** with a capital **P**. You will immediately be prompted to change it. Be sure to remember the password you choose.
Suggestion: Use the same password you use for UBIT.

The first page you see will be entitled **"Affiliate Profile"**. [Sites, Preceptors and Students are **all** referred to as **"affiliates"** in this software database.]

Affiliate Profile			
Name: Jane TESTPRECEPTOR Email: jane@hersite.com Address: Other Email: Year: Gender: F Cell Phone:		 Update Profile	 Address Request
Active Addresses			
Type	Address	Phone	Fax
Primary Begin date 8/20/2003 End Date: 12/31/9999	123 Main Street Glendale, AZ, 85318	555-572-4567 222	555-572-5879
Preceptor-Home Begin date 4/19/2005 End Date: 12/31/9999	4850 North 121st San Antonio, TX, 55555	555-555-5555	
Tracking Type	Tracking Details		
State License	State: PA, License #: 55555, Date: 8/20/2005, Comments:		

Please review the information we currently have in our system for you and make any necessary changes as listed below.

[Other e-mail** (if you have a 2nd e-mail address...keep in mind, the only e-mail address used in this system is the 1st e-mail address listed)



Update Profile

This button will allow you to update your e-mail address and/or cell phone number

Maintain Affiliate Information	
Name: Jane TESTPRECEPTOR Email Address: testpreceptor@theuniversity.edu Email Address 1: <input type="text"/> Gender: Female <input type="button" value="v"/> Cell Phone: <input type="text" value="716-432-1234"/>	
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

Address Change Request

Required fields indicated with *

*Address Type:	Students=Current-----Preceptors=Site <input type="button" value="v"/>		
*Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
*City:	<input type="text"/>		
*State:	None Selected <input type="button" value="v"/>		
*Zip Code:	<input type="text"/>		
*Zone:	None Selected <input type="button" value="v"/>		
Country:	None Selected <input type="button" value="v"/>		
*Phone:	<input type="text"/>		
Extention:	<input type="text"/>		
Fax:	<input type="text"/>		
Contact:	<input type="text"/>		
*Effective Begin date:	September <input type="button" value="v"/>	27 <input type="button" value="v"/>	2007 <input type="button" value="v"/>
*Effective End date:	September <input type="button" value="v"/>	27 <input type="button" value="v"/>	2007 <input type="button" value="v"/>

permanent or current address.

Create

Cancel

- **Address Type** (click on one of the following choices) All fields with a **red star (*)** are required fields.
 - a) Preceptor=Site (this is your site address)
 - b) Preceptor-Home (this is your home address)
 - c) Address 1
 - d) Address 2 and/or 3 (if necessary)
 - e) City / State / Zip
 - f) Zone (this is your county...if not listed or unknown, choose "Out of State")
 - g) Phone
 - h) Effective Begin Date – please list a current date or leave and it will put in the date you are making the change
 - i) **Effective End Date – this must be changed, or you won't be able to proceed.**

PLEASE NOTE: All changes made in this section will be marked "PENDING" on your record until a PEMS Administrator makes the changes on the master database. If your change is not made within a week to 10 days after submission, please send an e-mail to kajordan@buffalo.edu.

You will see the following list to the left of the **Affiliation Profile**.

[Home](#)

[Activity Logs](#) (NOT YET ACTIVE)

[Evaluations](#) (NOT YET ACTIVE)

[Forms & Documents](#) (NOT YET ACTIVE)

[Password](#) – This is where you can change your password.

[Rotations](#) – You will see the following message when you click on this button “**ATTENTION PRECEPTORS:** To view student rotation information, please click on the Select Sites at the left, then select your site. Once you have selected your site, the rotation information will be available.”

[Rotations Availability](#) – this shows you the availability you have provided to the UB School of Pharmacy

[Select Site](#) – this is where you will see your site information and information on all preceptors at your site

[UB Learns \(Blackboard\)](#) (this will take you directly to UB Learns where all APPE Manual information is kept.)

You will need to know your UBIT name and password to access UB Learns. You need to have a volunteer faculty appointment in order to have a UBIT name. Click on the link below for the necessary forms you must complete for this volunteer faculty appointment. Please contact Kris Jordan at kajordan@buffalo.edu if you have questions regarding your UB faculty appointment.

[Volunteer Faculty Appointment](#) – these are the forms you need to complete to receive a volunteer faculty appointment, if you don't already have one. You will need this to access UB Learns (above)

[UB Home](#) – this is the main University at Buffalo website