

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



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## 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

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**User ID:**

**Password:**

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- 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			
<b>Name:</b> <a href="#">Elizabeth TESTSTUDENT</a> <b>Email Address:</b> <a href="mailto:teststudent@buffalo.edu">teststudent@buffalo.edu</a> <b>Other Email:</b> <b>** (see below)</b> <b>Year:</b> P4 <b>Gender:</b> F <b>Cell Phone:</b> 716-432-1234		 Update Profile	 Address Request
Active Addresses			
Type	Address	Phone	Fax
Primary Begin date 9/17/2007 End Date: 9/17/2008	123 Main Street  Buffalo, NY, 11221	716-555-1212	
Student-Perm Begin date 9/17/2007 End Date: 9/17/2008	456 Center Street  Lewiston, NY, 14092	716-432-1234	
Tracking Type	Tracking Details		
Track-Ambulatory/Community	9/14/2007		

**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 2<sup>nd</sup> e-mail address...keep in mind, the only e-mail address used in this system is the 1<sup>st</sup> e-mail address listed, which is a usually your @buffalo.edu e-mail address)]



Update Profile

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

Maintain Affiliate Information	
<b>Name:</b> Elizabeth TESTSTUDENT <b>Email Address:</b> teststudent@theuniversity.edu <b>Email Address 1:</b> <input type="text"/> <b>Gender:</b> Female <input type="text"/> <b>Cell Phone:</b> 716-432-1234	
Update	Cancel

## Address Change Request

Required fields indicated with \*

<b>*Address Type:</b>	Students=Current-----Preceptors=Site <input type="button" value="v"/>		
<b>*Address 1:</b>	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
<b>*City:</b>	<input type="text"/>		
<b>*State:</b>	None Selected <input type="button" value="v"/>		
<b>*Zip Code:</b>	<input type="text"/>		
<b>*Zone:</b>	None Selected <input type="button" value="v"/>		
Country:	None Selected <input type="button" value="v"/>		
<b>*Phone:</b>	<input type="text"/>		
Extention:	<input type="text"/>		
Fax:	<input type="text"/>		
Contact:	<input type="text"/>		
<b>*Effective Begin date:</b>	September <input type="button" value="v"/>	27 <input type="button" value="v"/>	2007 <input type="button" value="v"/>
<b>*Effective End date:</b>	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) Students=Current---Preceptor=Site (this is where you are currently living, iyou're your primary address)
  - b) Student-Perm (this is your permanent address, if different than your current 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](mailto:kajordan@buffalo.edu).

**If the track listed for you is incorrect, please notify Kris Jordan via e-mail immediately. ALSO, if you have changed your mind about the residency decision listed in the same area, please let her know about that as well.**

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)

[Immunizations](#) – This is the information we pulled off of the immunization forms you turned in to the Department.

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

[Out of System Rotations](#) (NOT YET ACTIVE)

[Rotation List](#) – These are the rotations you are already scheduled for.

[Rotation Preferences](#) – This is where you make your rotation choices after October 23<sup>rd</sup>.

[Search Preceptors/Sites](#) – this is a list of all currently active preceptors. Please review this prior to October 23<sup>rd</sup> to become familiar with our preceptors/sites/rotations. **NOT EVERYONE ON THIS LIST WILL BE OFFERING ROTATIONS IN THE SPRING.**

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[UB Learns \(Blackboard\)](#) – this will take you directly to UB Learns

[UB Home](#) – this will take you directly to the UB Home Page

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