

## Checklist for Creating New Users in E\*Value

IMPORTANT NOTE: If the user who is new to your program is known to have (or even might have) any prior history at MUSC, check first to see if the user already has an account in E\*Value. If so, **LINK** the user into your program; do **NOT** create a new account for such users. Each user at MUSC should have only one account in E\*Value.

- 1. Biographic Information tab: Legal First Name, Middle Name, Last Name.
- 2. Biographic Information tab: Preferred First Name, Last Name.
- 3. Biographic Information tab: Credentials.
- 4. Biographic Information tab: Password.
- 5. Biographic Information tab: Status.
- 6. Biographic Information tab: External ID.
- 7. Biographic Information tab: SSN Prefix and SSN.
- 8. Biographic Information tab: Race.
- 9. Biographic Information tab: Gender.
- 10. Biographic Information tab: Birthdate.
- 11. Biographic Information tab: Birth Country.
- 12. Biographic Information tab: Citizenship Country.
- 13. Biographic Information tab: Visa Status and Visa Type.
- 14. Biographic Information tab: E-Mail Address.
- 15. Biographic Information tab: Rank.
- 16. Biographic Information tab: Picture Filename.
- 17. Role, Groups, and Specialties tab: Roles.
- 18. Role, Groups, and Specialties tab: Groups.
- 19. Training and Education tab: Training and Education.
- 20. Training and Education tab: ECFMG Grad.
- 21. Training and Education tab: ECFMG Cert Issue Date.
- 22. Training and Education tab: ECFMG Valid Thru Date.
- 23. Training and Education tab: ECFMG Cert Number.
- 24. Training and Education tab: ECFMG Cert Document Upload.
- 25. Contact and Address Info tab: **CURRENT** Home Contact Address.
- 26. Contact and Address Info tab: **CURRENT** primary phone number.
- 27. Miscellaneous tab: Program Start Date
- 28. Miscellaneous tab: (SC) License Number and Exp. Date.
- 29. Miscellaneous tab: DEA License Number and Exp. Date.
- 30. Miscellaneous tab: DHEC License Number and Exp. Date.
- 31. Miscellaneous tab: Division and Department.
- 32. Miscellaneous tab: Chairman's Name, Program Director's Name.
- 33. Miscellaneous tab: USMLE Scores and Pass Dates.
- 34. Miscellaneous tab: Initial Appointment Date.
- 35. Miscellaneous tab: Type of Trainee.
- 36. Miscellaneous tab: Place of Birth.
- 37. Miscellaneous tab: Salary Sources.
- 38. Miscellaneous tab: Spouse/Partner Name & E-Mail Address.
- 39. Miscellaneous tab: Children Info.