

## **Outside evaluators:**

If you are on campus, login to the Portal <https://portal.luhs.org/template/dean/index.cfm>  
Go to Clerkship Administration > Medicine Clinical Performance > Send Evaluation to Outside Faculty.

1. Select the site
2. Select the period
3. Select Student
4. Select Evaluation Type
5. Select Faculty
6. Put your email address in the text box next to 'Evaluator E-mail address:'
7. Click on the 'Request Review' button

If you are off campus and do not have access to Loyola's network, I will send you an email with a link to fill out the evaluation.

If you are off campus and have access to Loyola's network, then you will need to login to the LUHS VPN, then go to <https://portal.luhs.org/templates/dean/index.cfm>

You will get an email with a link to fill out the evaluation.

## **Loyola faculty:**

1. Faculty will login to the portal and select 'Clerkship Administration'
2. Double click or hit the plus sign next to the Medicine Clinical Performance directory
3. Select Evaluation Form
4. Select period
5. Select student