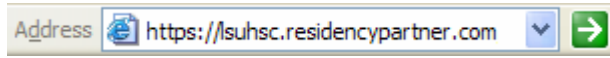


## Resident Quick Start Card

### To Log In to Residency Partner .Net:

Enter the address in Internet Explorer and click Go. Enter your LSU username and password, along with LSUHSC for the institution to log in.



### About Residency Partner .Net

You will use Residency Partner .Net to enter your duty hours, check your schedule, view evaluations about you, and complete evaluations about others. On the left side of the main window, you will see how many outstanding evaluations you have to complete. In the center, you will see the upcoming attendance events that you may be required to attend. On the right hand side, you will see the Residency Partner blog, which contains many helpful hints about using Residency Partner. You should make it a habit to log into RP .NET on a regular basis to enter your duty hours, view your Attendance schedule, and complete evaluations.



#### Attendance View Your Attendance Schedule

Click the Attendance icon to open your schedule. Click an event to view details about it. If it is "Required", it means your attendance or absence will affect your overall attendance percentage. Your attendance percentage and details about your attendance can be viewed by clicking [Click Here for Detailed Summary](#).



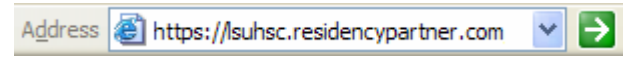
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To begin entering your duty hours, click the Duty Hours icon. Clicking on a date in the calendar or on a gold star in the calendar will open the **New Time** window. Add hours by selecting an hour type from the list, and then selecting the start time and end time. You can also choose to apply the duty hours to other days in the current week. Click Save to save your changes. Multiple duty hour types can be used in a day by clicking the date or star again. A summary is shown at the bottom of the page.

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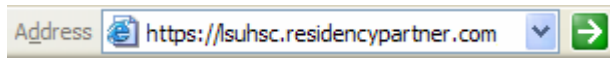
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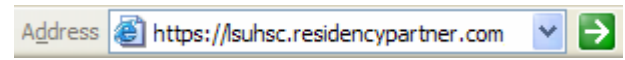
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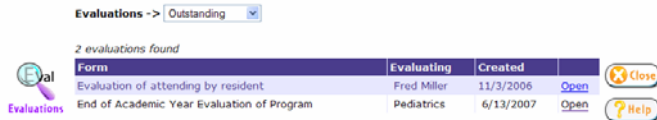
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### Evaluations View or Complete Evaluations

Clicking the Evaluations icon will open the Evaluations window. You can complete evaluations about yourself, your peers, rotations, programs, conferences, or your attendings. When you have new evaluations to complete, they will appear on the Outstanding Evaluations tab. When evaluations have been completed about you, they will appear on the My Evaluations tab. Daily Evaluations contains ad-hoc or contact based evaluations.

To review an evaluation about yourself, select the My Evaluations tab, select the evaluation and click Open.



To complete an evaluation, select Outstanding Evaluations from the drop down list, and then select an evaluation and click Open. If interrupted, you can Save Evaluation button and come back to it later. When you are through, make sure to select the Mark as Complete checkbox and click save.

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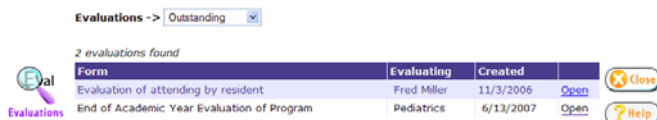
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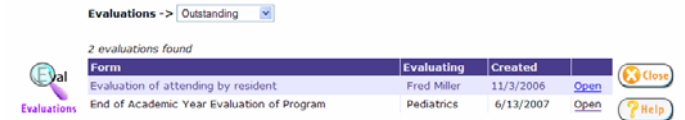
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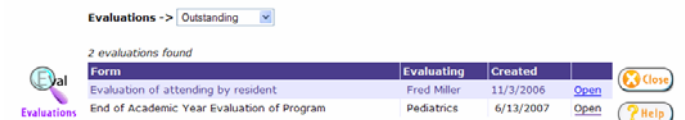
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