

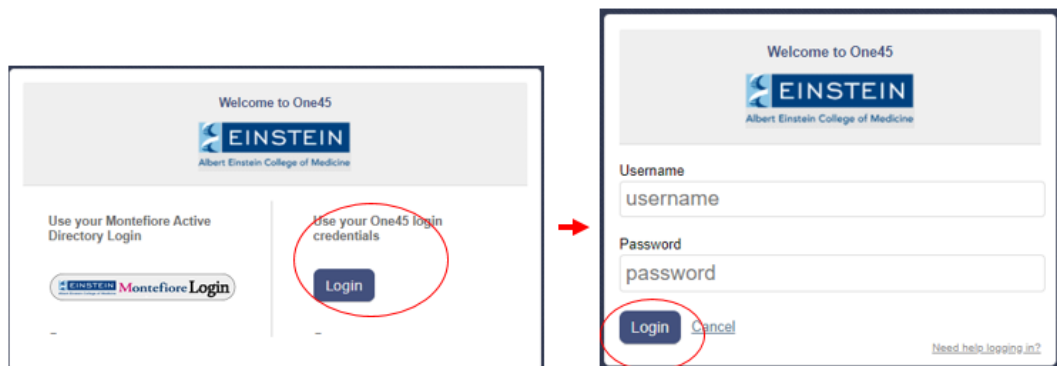
One45 Student Advisory Committee (SAC) Form Instructions for External Committee Member

Anyone serving as a member of the Student Advisory Committee of a PhD or MD-PhD student must complete a member report form following each meeting.

Member report forms are due within five days of the meeting date.

External Committee members only:

1. Log into One45
 - a) Go to <http://einstein.one45.com/>
 - b) Click the Login button, and then log in using your One45 username and password.
(If this is your first time logging in, see “First Time Logging In” instructions below to create your username and password.)
 - c) Click “Login” button



- d) Enter your One45 username and password, and then click the Login button.

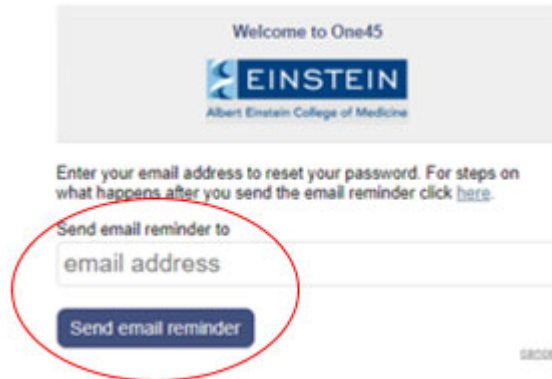
First Time Logging In

Click the Login button, then the “Need help logging in?” link



One45 SAC External Member Report Instructions

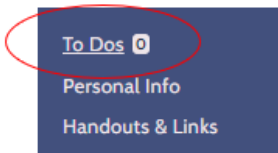
Enter your email address, and then click the “Send email reminder” button to receive username and a link to reset password.



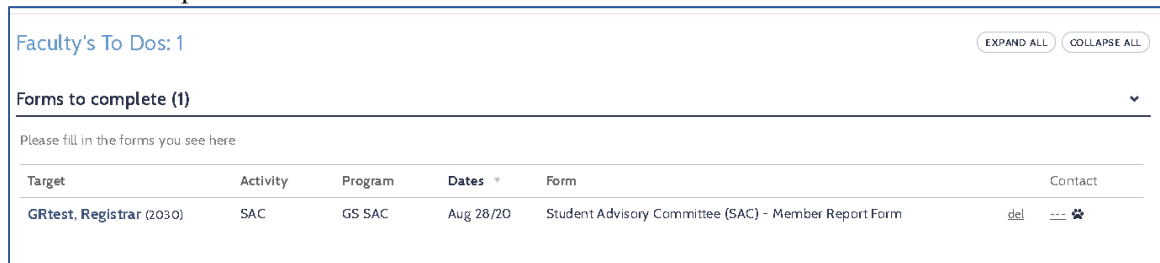
Reset your password using the link in the email.

After logging into One45, continue with instructions below to access and complete the Member Report form.

2. Click on “To Dos” located on the left-hand side



Student’s name and Student Advisory Committee (SAC) – Members Report Form will be displayed under “Forms to complete.”



Target	Activity	Program	Dates	Form	Contact
GRtest, Registrar (2030)	SAC	GS SAC	Aug 28/20	Student Advisory Committee (SAC) - Member Report Form	del refresh

Note: If there is no form, then the student has not yet submitted the form to you to complete.

3. Click on Student’s name (see Target column).
4. Complete the form, and then click the “Submit” button at the end.

Student and the committee chair will be able to access the completed evaluation for review upon your submission.