One45 Student Advisory Committee (SAC) Form Instructions for 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.**

1. Log into One45
   - Through Direct Access:
     a) Go to [http://einstein.one45.com/](http://einstein.one45.com/)
     b) Log in with your Monte Active Directory username and password
   - Through Luminis Portal:
     a) Go to [https://lum-prod.ec.einsteinmed.org/](https://lum-prod.ec.einsteinmed.org/)
     b) Sign in with your Monte Active Directory username and password
     c) Click “One45” located under Student Links

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

   ![To Dos](image)

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

   ![Forms to complete](image)

   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.*