One45 Student Advisory Committee (SAC) Form Instructions - Chair Summary Report Form

The Chair of a graduate student’s Student Advisory Committee must complete and submit a Chair Summary Report form following each meeting.

The chair summary report form is due within one week of the meeting date.

1. Log into One45

   Through Direct Access:
   a) Go to 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/
   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

Student’s name and the Chair Summary Report form will be listed under “Forms to complete.

3. Click on Student’s name (see Target column).

Review Member Reports

4. You will have access to the member report forms submitted by each member of the SAC. Review committee member comments by clicking on the “View student response and member comments” link at the top of the form.
   Note: in One45, comments/forms submitted to the SAC chair are recorded as “grades.”
5. On the next page click “View” next to Student Response form and/or Member Comments to review submitted information.

6. On the next page click the “view” button next to Evaluator’s name. This will open up the report form submitted by that member or evaluator.

7. After reviewing the member comments, return back to the chair summary report form. If you have all the information you need to complete the chair summary report form, proceed to complete the form, then click the “Submit” button at the end.

**Important Note:** If you do not have all the information you need to complete the summary (i.e. the member report forms), you can “save and close” at any time. The pending form will be listed on your To Dos in the “Forms to complete” section. You can return to it at any time to finish completing the form. The form must then be submitted in order for it to be counted as fully completed.
Once you “submit” the form, the link to “view student response and member comments” will expire after one week.
Once you “submit” the form, the student will be able to access the completed evaluation in their list of To Dos in One45.