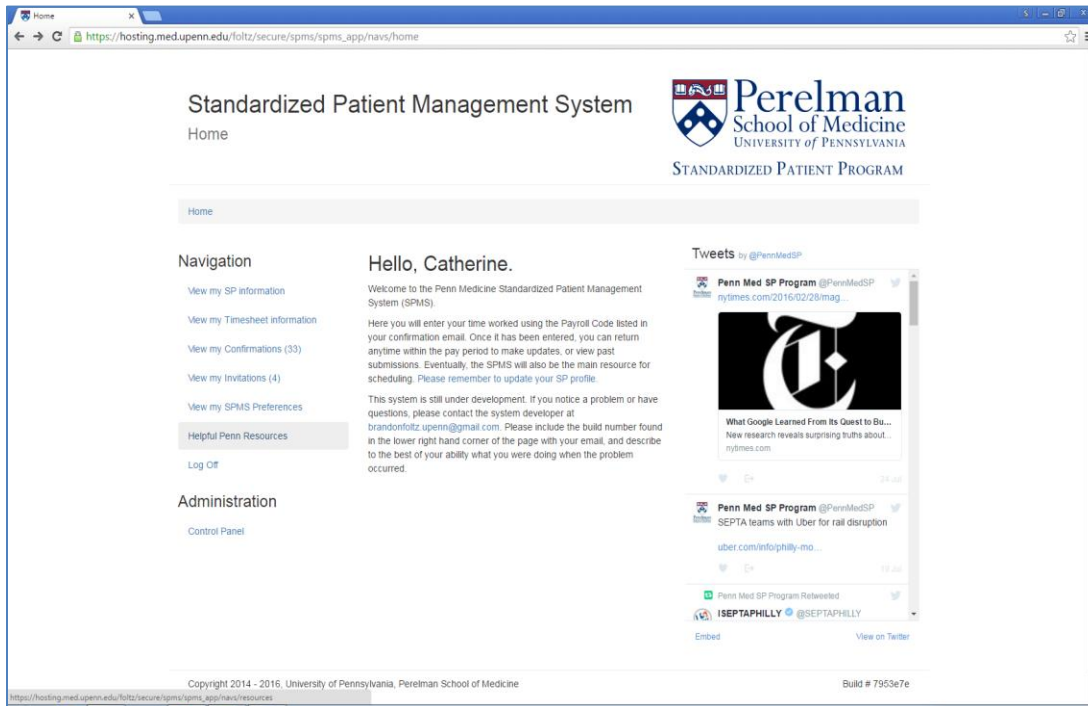


# SP Crash Course in SPMS

Here you will find a general guide to navigating SPMS!

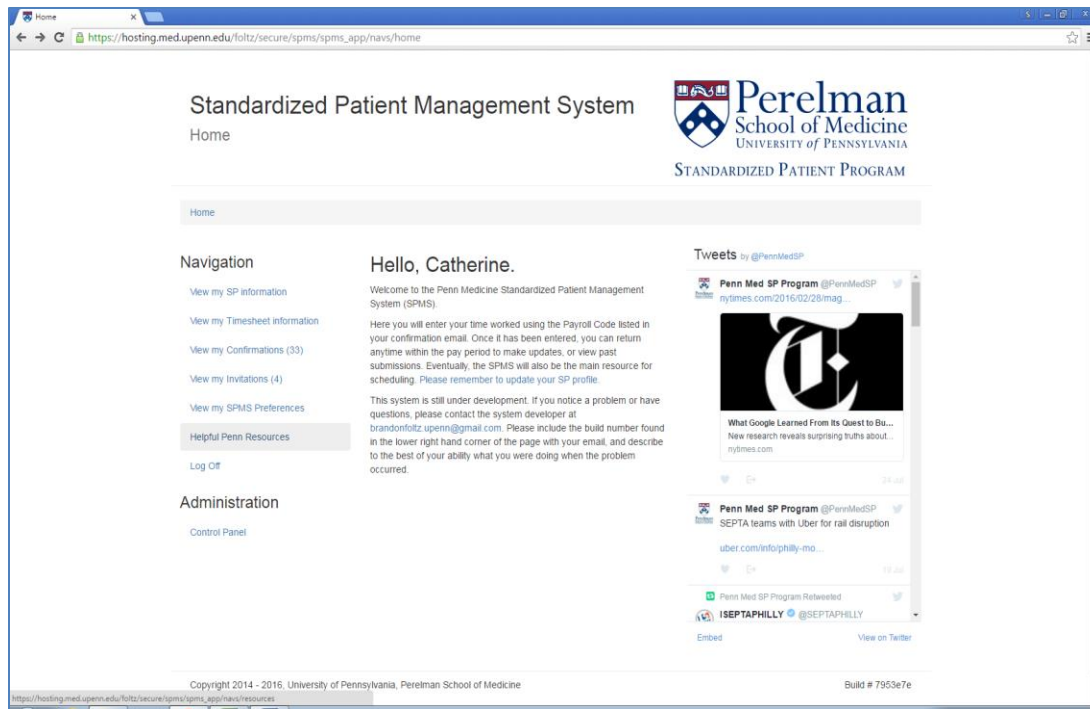
First, you need to login to your account. <https://www.med.upenn.edu/spms> You can find this login link in every confirmation email you receive or at the end of most emails you receive from the Penn SP Program.

Once you are logged in you will see a screen that looks like this (with your name listed):



From here you can do many wonderful things. Anything in **blue** is "clickable". If you click something **blue**, it will lead you to another page with further information.

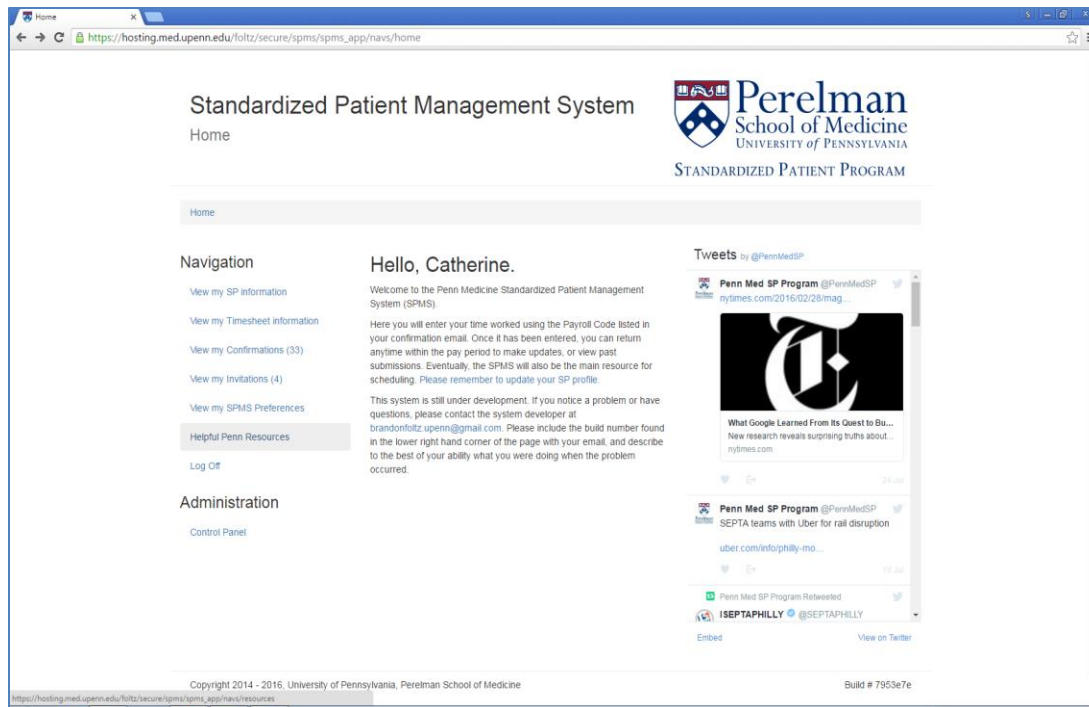
Try it! You'll like it!



Let's look at the **middle** of the screen. You'll see your name in the welcome line and general information about SPMS. Smack dab in the middle of the page you will see a line in **blue** that says: **Please remember to update your SP profile**. Click on it! Complete it and remember to keep it up-to-date if anything changes. This helps us find the projects that you are best suited for....and that means more work from Penn for you!

On the **right-hand** side of the page you will see all the "tweets" that the SP Program has made. You don't have to have a Twitter account to click on any of these links. There are articles of interest, information about SPs in the news, updates about the program, etc. Once more, anything in **blue** will take you to more information.

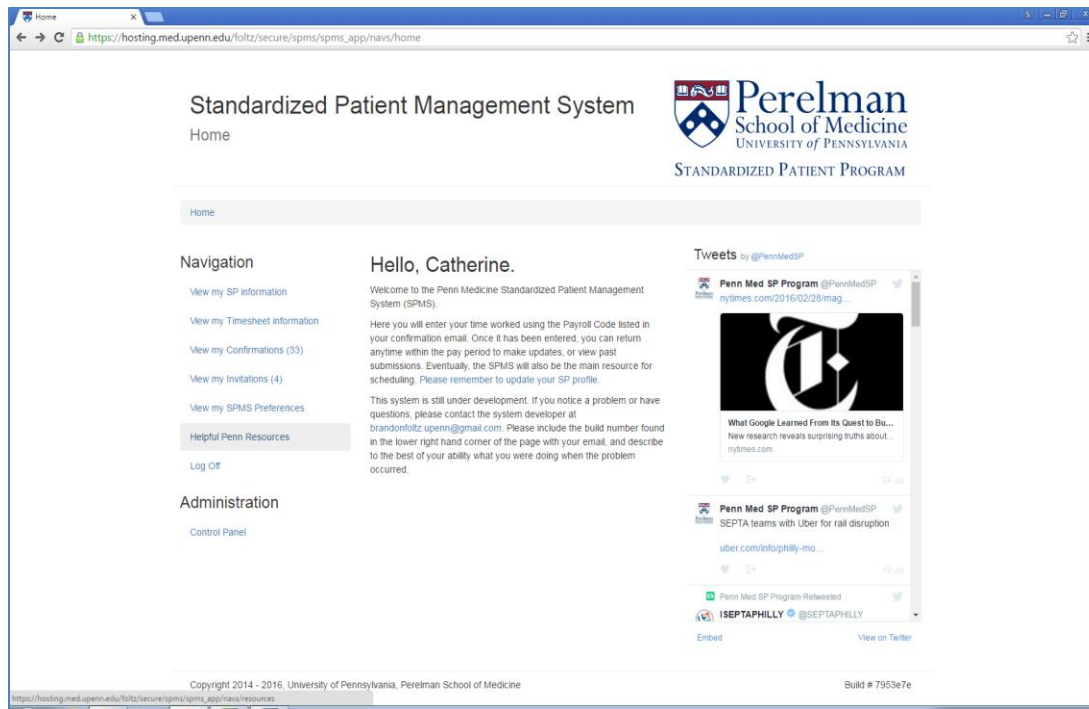
On the **left-hand** side of this screen you will see a column of many **blue** "clickable" options. Let's explore.



**View my SP Information:** If you click on this option, you will see all the information we have about you. If you see something that isn't correct or something that is missing, never fear! You can update your SP profile as indicated above. SPMS helps us find just the right SPs based on the profile information you provide. If this is not complete or up-to-date you will likely miss out on work.

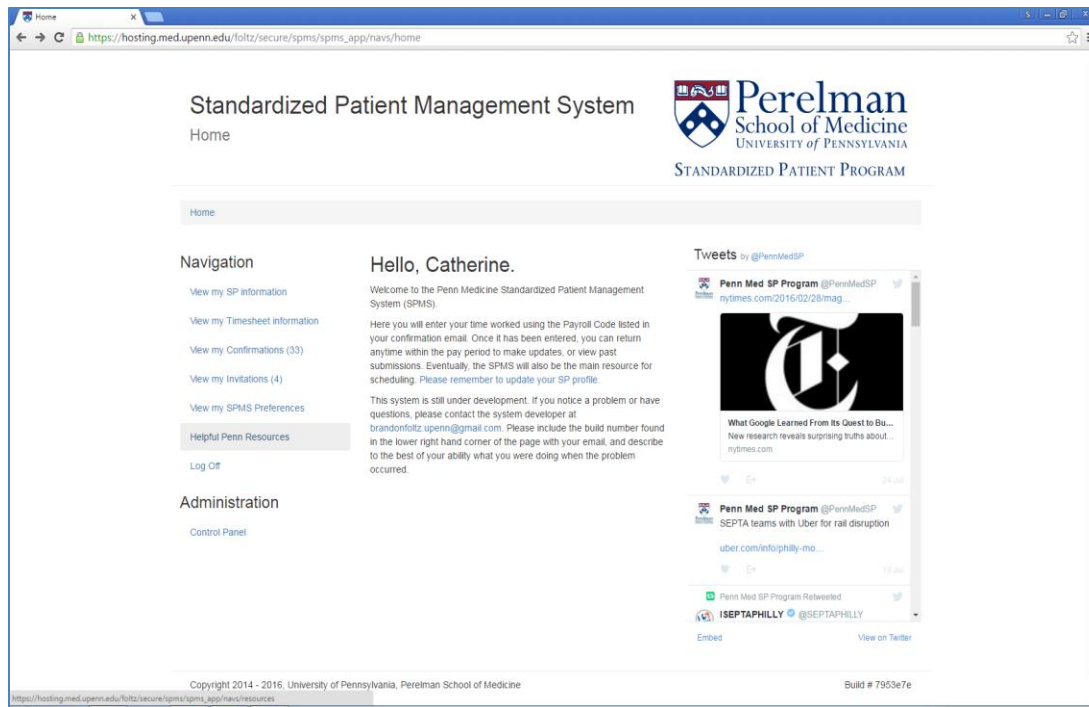
**View my Timesheet Information:** Get to know this page - this is how you get paid. At the end of every program you work, go to this page and do the following:

- ✓ Click **"New Timesheet"** on the left-hand side
- ✓ Click **Start date and time** and fill in appropriate information
- ✓ Click **End date and time** and fill in appropriate information
- ✓ Click **Program** from dropdown menu (upgrade coming soon that will show you which programs you worked that week)
- ✓ Click **Role** from dropdown menu (either training or performance)
- ✓ Add any **Notes** if there is anything unusual with your time that we should know



**View my Confirmations:** Clicking on this option will show you a page with all of the programs for which you are currently confirmed. Here you will see the start time, end time, role, location, case and program for everything you are scheduled for. Again, anything in **blue** gives you more information. Try it! You'll find information about the case you are playing, an overview of the program, directions to the location, etc. Nothing bad will happen if you click something **blue**.

**View my Invitations:** Clicking on this option is fun. These are all the programs we want you to participate in. This gives you all of the available information that the Confirmation page has with one addition. At the end of the row, you will see an **Accept and Decline** option. Decide if you are ready to commit and make a choice! If you wait too long, we may think you're not interested or available. If you know you will need some time before deciding, send us an email and let us know. If your invitation disappears before you've accepted or declined, you're not going crazy, it just means we have finalized our casting and don't need a reply from you anymore. Sometimes we will invite you to a group of dates and you will need to click the "I have reviewed all dates" checkbox in order to accept the invitation.



**View my SPMS Preferences:** Clicking on this option gives you the opportunity to “opt-out” of receiving emails when there is a new Invitation or Confirmation. If you choose this option, make sure you check SPMS regularly or you will miss out on important work opportunities.

**Helpful Penn Resources:** You will have so much information regarding Penn if you click on this option. Everything in **blue** on this page is “clickable”. Try it the next time you login!

- [Penn Med SP Program website](#)
- [Employment Verification](#)
- [U@Penn \(the main University employment site\)](#)
- [PennKey information \(keep your password retrievable so that you can submit timesheets if you are on a different computer\)](#)
- [PennCard information](#)
- [Form to change federal tax withholdings](#)
- [Setup direct deposit](#)

**Log Off:** So sad. Log offs happen. Remember to do this so your information stays secure. SPMS will automatically log you off after a certain amount of inactivity, but log off just to be safe.

That’s it! That wasn’t so bad. We want SPMS to work for YOU. Enhancements are in the works. As always, you can reach out to the SP staff anytime if you have questions or concerns.