Preceptor Availability Submissions
https://www.academicsuitexrx.com/login.php

• Login into RxPreceptor
• Any difficulties or issues please send email to rotation@pharmacy.rutgers.edu and place in subject line “RxPreceptor Assistance”
• Once successfully in click onto Scheduling/Availability to enter
Submitting Your Availability

- Click on the Scheduling/Availability Module>Submit Availability.
Submitting Your Availability

• You may submit your availability through RXpreceptor
• Simply choose the rotation dates, rotation type, and how many students you can take for a submission.
  – You must do this for each rotation type that you need to enter.
• Choose and click the box of the corresponding date
• If you are not going to take the same amount of students per Rotation Date/Rotation Type please go back and enter in another availability submission.
Availability Submission

• If you hosted students last year, you can reference your rotation type in the bottom of the availability submissions screen.

• See next slide for screenshot
Rotation Types/Specialty

• The type of rotation you offer has already been built into the system just simply choose from drop down if more than 1 is there (e.g., some preceptors host IPPE Hospital rotations in summer & APPE Hospital for cycles 4 to 9).
Rotation Types/Specialty

• Any questions or ambiguity please contact Donna M. Feudo at dmfeudo@pharmacy.rutgers.edu