



# BUTLER UNIVERSITY

College of Pharmacy and Health Sciences

## Getting Started Guide to the Pharmacy Student ePortfolio for Butler University Preceptor's

### Main COPHS ePortfolio Website:

- <https://cophsportfolios.butler.edu>

### Information About Your ePortfolio Username and Password:

- Once you have been added as a user to the ePortfolio site you will \*receive an email from [cophsportfolios@butler.edu](mailto:cophsportfolios@butler.edu) that contains your username and password. **Your username is the email address that is listed in E\*Value, your password is randomly generated.**
  - Note: this is a separate username and password from your E\*Value log-in credentials.
- If you no longer have the email from [cophsportfolios@butler.edu](mailto:cophsportfolios@butler.edu) or do not know how to log-in please contact Heather Hazelwood at [hhazelwo@butler.edu](mailto:hhazelwo@butler.edu)
- \*We have noticed some site's block the emails from [cophsportfolios@butler.edu](mailto:cophsportfolios@butler.edu). If you did not receive an email with your username and password information, this might be why. One solution is to ask your IT department to allow emails from the email address [cophsportfolios@butler.edu](mailto:cophsportfolios@butler.edu) OR you can contact Heather Hazelwood at [hhazelwo@butler.edu](mailto:hhazelwo@butler.edu) and she can provide you with a generic password that you can then change.
  - Note: If you attempt to change your password on the log-in page, it requires you to confirm it via email, thus will not allow you to change your password that way. Please see the video tutorial below to successfully change your password.
- You can change your password after you log-in with the randomly generated password. Instructions are in this video tutorial: (requires logging in to view)  
<https://cophsportfolios.butler.edu/for-preceptors/how-to-change-your-password>

### Viewing Student ePortfolios:

It is recommended to review student ePortfolios prior to the rotation and with each student.

- Students will be responsible for granting you access to their ePortfolio. To do so, students will invite you to their site, which will generate an email to you that contains an invitation link to their site. You must click on the link to accept their invitation.
  - Please Note: We have found it can take up to 15 minutes after you accept the invitation to grant you access. **If you cannot access the student's ePortfolio site immediately after you click on the invitation link, please wait 15 minutes and try again; you should then have access.**
- Instructions on how to navigate the ePortfolio can be found here (requires logging in to view):  
<https://cophsportfolios.butler.edu/navigating-the-eportfolio>

### Who to Contact For Additional Help:

- Heather Hazelwood at [hhazelwo@butler.edu](mailto:hhazelwo@butler.edu) or (317) 940-8222