A Getting Started Guide for Butler University Pharmacy Preceptors

**ePortfolio Website:**
- [https://cophsportfolios.butler.edu](https://cophsportfolios.butler.edu)

**Username and Password:**
You will receive an email from cophsportfolios.butler.edu once you have been added as a user

- If you have a Butler username and password you will use those credentials to log-in
- If you do not have a Butler username and password you will use your email address and WordPress will generate a password for you.
  - You can change your password after you log-in with the WordPress generated password: [https://cophsportfolios.butler.edu/for-preceptors/how-to-change-your-password](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 preceptors access to their ePortfolio
- Instructions on how to navigate the ePortfolio: [https://cophsportfolios.butler.edu/navigating-the-eportfolio](https://cophsportfolios.butler.edu/navigating-the-eportfolio)

**Where to go for Help:**
- The “Help” section of the main blog will be listed with the up to date contact information: [https://cophsportfolios.butler.edu/help](https://cophsportfolios.butler.edu/help)

**Where to Provide Feedback:**
- We have set-up a form to capture any feedback and comments. We want to make this a user friendly tool for you and we value your feedback! [https://cophsportfolios.butler.edu/feedback](https://cophsportfolios.butler.edu/feedback)