

- 1. Log into MedHub using UC San Diego Health AD Login Buttor your AD username and password by clicking on the Green "Sign on Using Active Directory" button at Welcome to the UC San Diego https://ucsd.medhub.com/ Medical Education Management System L Т Т Sign-on Using Active Directory Т L * UC San Diego Campus Duo two-step authentication 2. Look for the Evaluations required. L View the details here. tab (far right above blue bar) 🐣 Home Portfolio Schedules Procedures Help Evaluations Conferences Reports
- 3. Click on the Evaluations tab, it should turn green

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- 4. Click on **Aggregate Evaluations** tab on the left side of the screen
- Click on an evaluation (<u>underlined</u>) below the **Performance Evaluations** heading to view the Aggregate Report
- To print the report, use your web browser's Print options
- When finished with MedHub log off using the <u>Log Off</u> link in the top right before closing your web browser

Email <u>MedHub-Support@health.ucsd.edu</u> for assistance or questions.

Incomplete Evaluations	Completed Evaluations	Aggregate Ev	aluations
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