APEX (APPLIED PRACTICE EXPERIENCE TRACKING SYSTEM)

https://mysph.sc.edu/apex/guest/login
OUTLINE

• Overview & purpose
• Logging in
• Complete information
• Select competencies
• MOA
• Adding documents
• Sending for approval
OVERVIEW & PURPOSE

• APEX is a tracking system for your most relevant information and documents during the practice experience.

• The leg-work of identifying the competencies and work products, writing a proposal, etc. all happen outside of APEX.

• Please refer to the practice experience checklist for more information.
LOGGING IN

• Use university email and password
• https://mysph.sc.edu/apex/guest/login
**COMPLETE INFORMATION**

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### My Information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>Nance</td>
</tr>
<tr>
<td>Last Name *</td>
<td>Jenesha</td>
</tr>
<tr>
<td>Email Address *</td>
<td><a href="mailto:jfnance@email.sc.edu">jfnance@email.sc.edu</a></td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Choose</td>
</tr>
<tr>
<td>Distance Student?</td>
<td>- Yes</td>
</tr>
<tr>
<td></td>
<td>- No</td>
</tr>
<tr>
<td>Joint/Concurrent Degree</td>
<td>Choose</td>
</tr>
</tbody>
</table>

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Welcome to the APEX system. Please complete your profile in order to continue.
SELECT COMPETENCIES

• Select the competencies that you have identified with your faculty advisor and preceptor
ONCE UPLOADED

• Make sure that an MOA is established before you begin contact hours at your site!
## ADDING DOCUMENTS

### My Documents

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Description</th>
<th>Competency</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposal</td>
<td>Practicum Contract</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

**Search:**

- 5
- 10
- 15
- 20
- 25
- ALL

**Actions:**

- UPDATE
- SUBMIT FOR APPROVAL

[Arnold School of Public Health]
ADDING DOCUMENTS

• Select type of file and a brief description of the file

• Attach a word document, pdf, etc., under the green add file button

• Select save and return

• *Note that HSPM students do not have a final presentation*
APEX TIMELINE

I. Student identifies site, competencies, develops proposal
II. Upload competencies and proposal
III. Complete fieldwork
IV. Update competencies
V. Upload final products
VI. Submit for ‘approval’
APPROXIMATELY A MONTH OUT FROM THE END OF THE EXPERIENCE

• Update all relevant information
  • Update competencies if needed
  • Start and end dates
  • Etc.

• Upload all final documents
  • Work products
  • Final presentations
  • Final reports
  • Success story
APPROXIMATELY A MONTH OUT FROM THE END OF THE EXPERIENCE (CONT.)

- Submit for approval
- Faculty will confirm all information is correct
YOU DID IT!!!
NOW LET’S CELEBRATE