Predoctoral Electronic Signout Instructions
Boston University Henry M. Goldman School of Dental Medicine

Please contact the Help Desk at 638-5999 should you encounter any difficulty.

Accessing and monitoring the process of signout:

The signout process will be done electronically. To be eligible for signout, you will still need to see the related faculty and staff. Please note that some faculty have already pre-signed your competency. To monitor the progress of your signout, you will need to use your "Kerberos" account (the same user name and password used to access your email) to gain access to the system. If you happen to forget your password, you will need to go to the Computer Lab in the Medical School and have it changed.

Below are the step-by-step instructions you will need to gain access and monitor the progress of signing out in-house or from remote computers:

- Double click on **Internet Explorer** icon.
- Type http://dent-sps.bumc.bu.edu/sps and press **enter.**
- Once you have reached the screen "welcome to SPS" click once on the word **enter**.
- A pop up window will ask you to enter your "user name" and "password"
- Please enter your Kerboros **user name** and **password**, and click **OK**. If your email address were john@bu.edu your **user name** would be "john".
- If you see a red button with "continue", please click on it. If you do not see "continue", you will need to reenter your **user name** and **password**.
- If you click on the red button with "continue" and you cannot proceed, you will need to configure your Internet Explorer. While inside **Internet Explorer**, please click on **Tools** from the top menu and then click once on **Internet Options**. Click once on **Settings**. Under "Check for newer versions of stored pages" please check "Every visit to the page". Click "**OK**" twice and now click once on **continue**. You should do this only once.
- After a few seconds, you will be directed to the main web site.
- Once you are directed to the site, you will see a menu with three items (**Contact Info**, **Signout Report** and **Logout**).
- Please click once on "**Signout Report**"
- On the same page you will see listings of the "**Completed**" and/or "**Pending**" signatures.
- To know more about the "**Pending**" signatures, please click once on "**Signature Name**"
- Once you are done, and in order to protect your privacy, it is very important that you click on "**Logout**", especially if you are using a public computer.