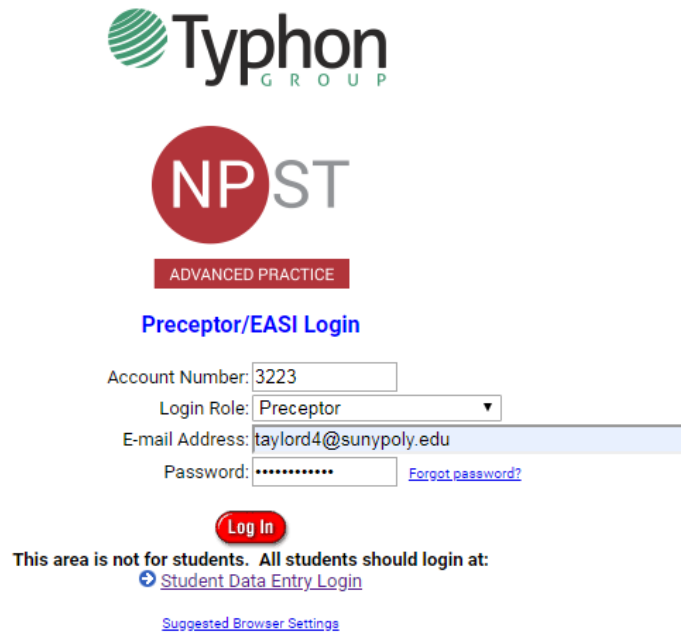
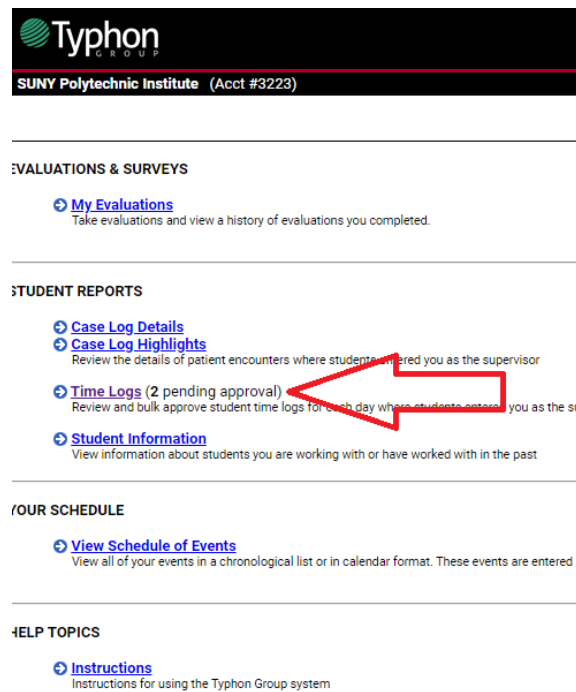


1. Go to: <https://www3.typhongroup.net/np/preceptor/login.asp?facility=3223&role=1>
2. Log in to Typhon



The image shows the login page for the Typhon Group NPST Advanced Practice Preceptor/EASI system. The page features the Typhon Group logo at the top, followed by the NPST logo and the text "ADVANCED PRACTICE". Below this is the "Preceptor/EASI Login" section, which includes a form with the following fields: "Account Number" (3223), "Login Role" (Preceptor), "E-mail Address" (taylord4@sunypoly.edu), and "Password" (masked with dots). A "Log In" button is located below the password field. Below the login form, there is a message: "This area is not for students. All students should login at: Student Data Entry Login" with a link to the student login page. A link for "Suggested Browser Settings" is also present.

3. Under "Student Reports", the preceptor should select TIME LOGS.



The image is a screenshot of the Typhon Group system dashboard. At the top, there is a header with the Typhon Group logo and the text "SUNY Polytechnic Institute (Acct #3223)". Below the header, there are several sections: "EVALUATIONS & SURVEYS" with a link to "My Evaluations"; "STUDENT REPORTS" with links to "Case Log Details", "Case Log Highlights", "Time Logs (2 pending approval)", and "Student Information"; "YOUR SCHEDULE" with a link to "View Schedule of Events"; and "HELP TOPICS" with a link to "Instructions". A red arrow points to the "Time Logs (2 pending approval)" link in the "STUDENT REPORTS" section.

4. Next to the Filters box, it will show PENDING LOGS. Select Pending Logs.

TIME LOGS

This report shows daily time logs for students that marked you as the preceptor, most recent first, formatted in hours. "Approval Status" column will show as "Pending"

   [THE NEW APPROVAL FUNCTIONS](#)


Select a student and then press 'Apply Filters'.

FILTERS

▶ **Student:** --Select One-- **REQUIRED**

Date Range: From To

Show data as: hours **Show notes**

 **PENDING LOGS (2)**
[1 Student, Sample \(2\)](#)

TIME LOGS FOR: No Student Selected

 [View/Export Results to Excel](#)

Change ALL to:	Approval Status	Date	Course
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No daily time logs exist with your filtered selections, or no student selected.

5. If the shift is approved, they will want to click on the green check mark on the far left. If the shift is not approved, the preceptor will select the red button. Blue means pending.


   [THE NEW APPROVAL FUNCTIONS](#)

FILTERS










▶ **Student:** 1 Student, Sample ▼

Date Range: From To

Show data as: hours **Show notes**

TIME LOGS FOR: 1 Student, Sample 

 [View/Export Results to Excel](#)

Change ALL to:	Approval Status
  	
<input checked="" type="checkbox"/>  	Pending 
<input checked="" type="checkbox"/>  	Pending 
	Approval Status



TIME LOGS

This report shows daily time logs for students that marked you as the preceptor, most

   [THE NEW APPROVAL FUNCTIONS](#)

FILTERS










▶ **Student:** 1 Student, Sample ▼

Date Range: From  To 

Show data as: hours ▼ **Show notes**

TIME LOGS FOR: 1 Student, Sample

 [View/Export Results to Excel](#)

Change ALL to:	Approval Status	
  	Approved 	
  	Not Approved 	
	Approval Status	

6. Typhon will automatically update and save all information. Once the time log has been approved or not approved, the preceptor can either go back to the main menu or log out.

NPST Student Tracking System - Preceptor/EASI
TIME LOGS - BY STUDENT

Taylor, Devon is logged in. [Log Out](#)

[Go to Main Menu](#)