**One45 Student Advisory Committee (SAC) Form Instructions for Committee Member**

Anyone serving as a member of the Student Advisory Committee of a PhD or MD-PhD student must complete a member report form following each meeting.

**Member report forms are due within five days of the meeting date.**

1. **Log into One45**
   - Through Direct Access:
     a) Go to [http://einstein.one45.com/](http://einstein.one45.com/)
     b) Log in with your Monte Active Directory username and password
   - Through Luminis Portal:
     a) Go to [https://lum-prod.ec.einsteinmed.edu/](https://lum-prod.ec.einsteinmed.edu/)
     b) Sign in with your Monte Active Directory username and password
     c) Click “One45” located under Student Links

2. **Click on “To Dos” located on the left-hand side**

   ![To Dos](image)

   Student’s name and Student Advisory Committee (SAC) – Members Report Form will be displayed under “Forms to complete.”

   ![Faculty’s To Dos](image)

   Note: If there is no form, then the student has not yet submitted the form to you to complete.

3. **Click on Student’s name (see Target column).**

4. **Complete the form, and then click the “Submit” button at the end.**

   *Student and the committee chair will be able to access the completed evaluation for review upon your submission.*