

Community-Based Faculty MedHub Guide

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Community-based Faculty Login Instructions

Community-based faculty who teach rural (including LINC) and/or Springfield students will log in using a MedHub username and password at the righthand side of the login page, not Single Sign-On (unless otherwise notified).

Before precepting a student for the first time, you will receive an email directly from MedHub with your username and temporary password. Please log in at <https://musom.medhub.com/> using the provided details. The first time you log in, it will have you enter the temporary password again and set your own password to use moving forward:

Password Expired
This is either the first time you have logged into MedHub or your password has expired. Please change your password using the form.

Change Password

Use this form to change your password. After you change your password, you will be logged out of all sessions and will be required to log in again.

Current Password:

New Password:

Confirm New Password:

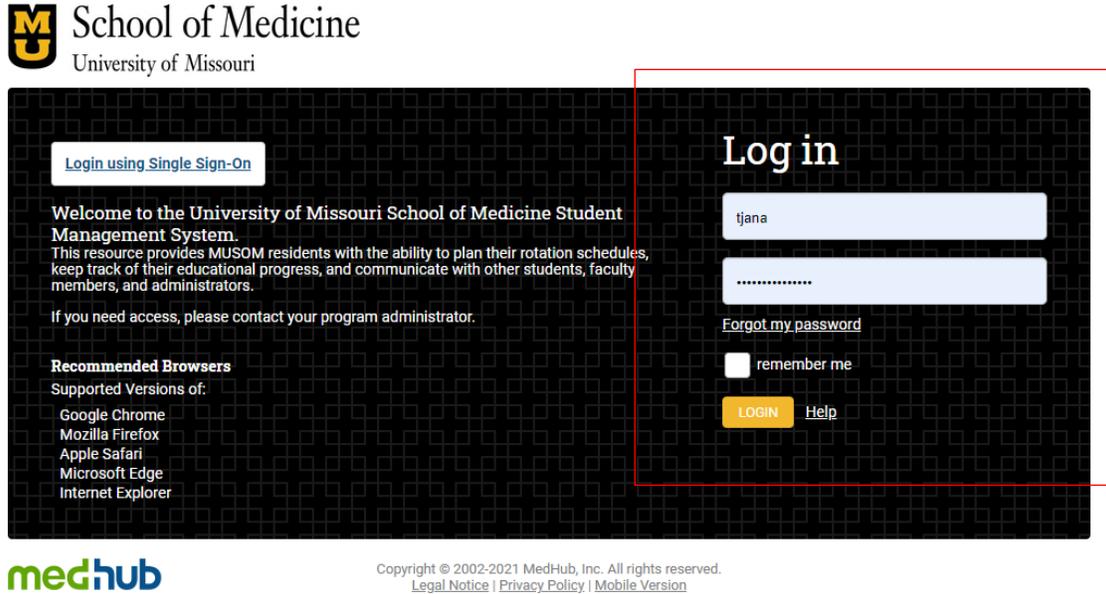
Password Guidelines:

1. Cannot be the same as the current password
2. Must be 8-64 characters in length
3. Must contain at least two letters, one number, and one special character (such as an asterisk)
4. Cannot contain your username
5. Cannot contain the word "MedHub"

Your username will be your first initial, last name (for example: the username for someone named Test Preceptor would be tpreceptor). The MU School of Medicine coordinator for the clerkship in which you teach can check your username for you if you have a more common name or your username does not work.

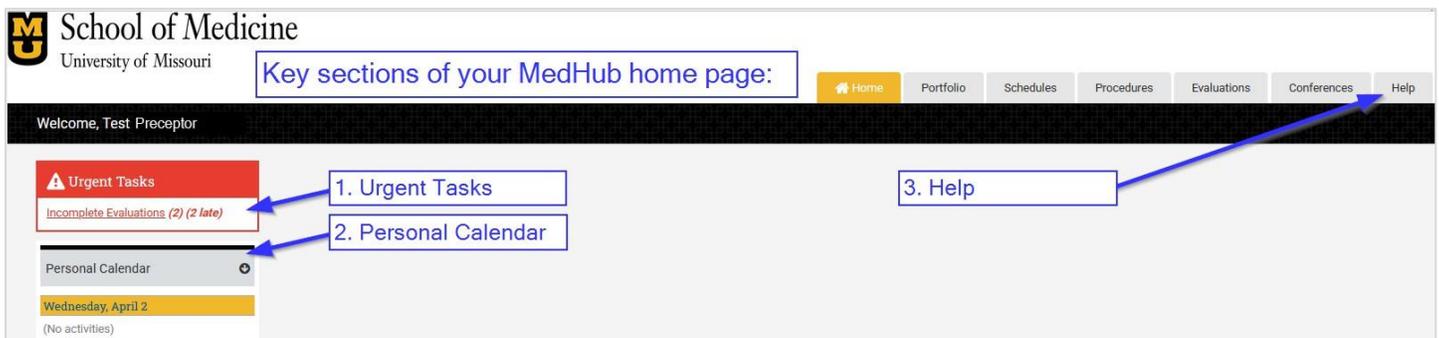
To access MedHub from a desktop or laptop:

1. Navigate to musom.medhub.com
2. Enter your username and password on the righthand side of the log in page (red box below).



Once logged in, you will see your MedHub home page:

1. Evaluations and procedure verifications to complete will appear under Urgent Tasks



2. Within Personal Calendar, click on View myCalendar to view your lectures and other sessions by week and month. Please note that student clinical assignments do not appear in a preceptor’s Personal Calendar. A “Sync Calendar” option at the top right allows syncing to Outlook, iPhone and Android calendars.
3. The Help tab includes MedHub videos, documents and Support Tickets
 - For general technical assistance, select Support Tickets -> Send to: MedHub Support
 - For course-related questions or guidance from MU School of Medicine support staff, select Support Tickets -> Send to: Student Admin

To access MedHub from a phone or tablet:

You can complete evaluations and procedure verifications via the MedHub mobile app. You can download the app at the following link, or search for MedHub in the App Store for iPhone or Google Play for Android:

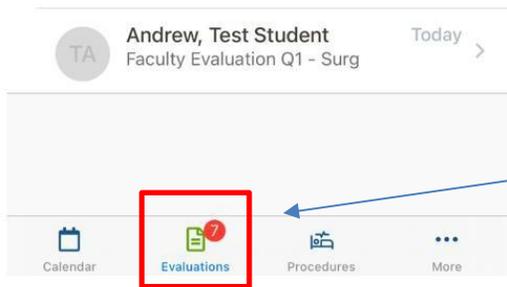
<https://www.medhub.com/software/medhub-mobile-app/>

The app has an excellent voice-to-text feature to capture comments. Any time you are using MedHub from a mobile device, please use the mobile app instead of accessing the website via a browser. The first time you use the app, you will need to search for University of Missouri School of Medicine.

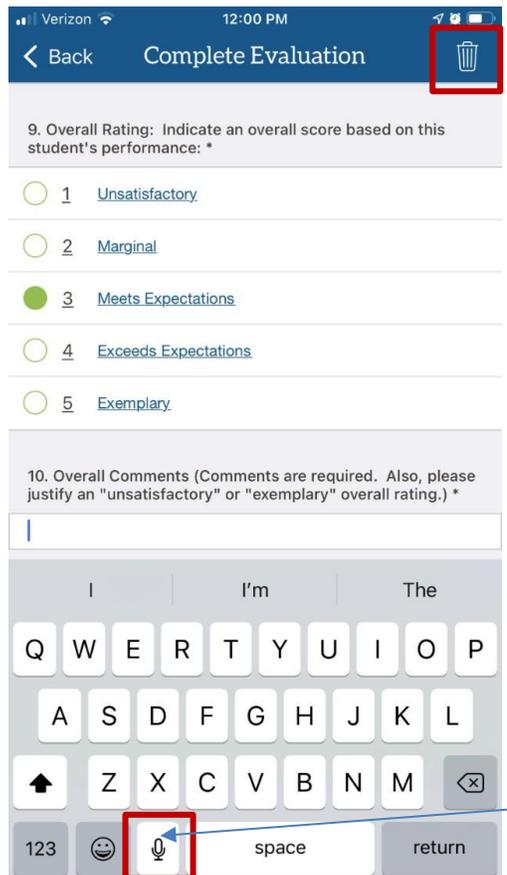


The first time you use the app, you will need to search for University of Missouri School of Medicine.

Select "MedHub Login" and enter your username and password on the next screen.



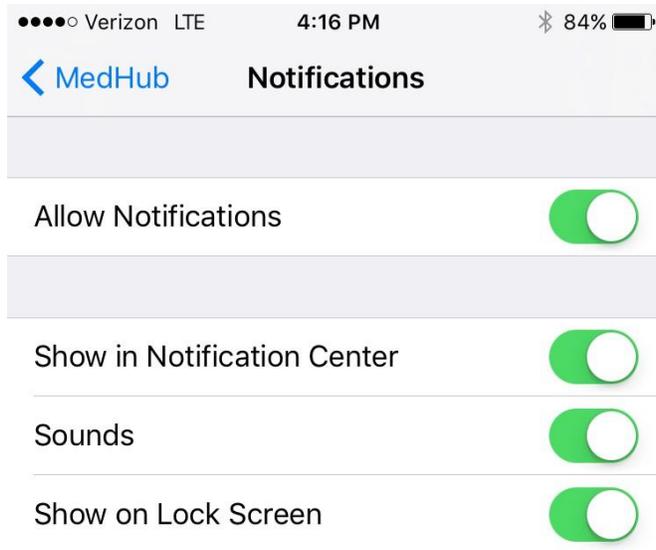
Within the app, click on Evaluations at the bottom to access your pending evaluations:



If you had insufficient contact with and cannot evaluate a student, click the trash can button at the top right.

You can use voice to text to dictate comments by clicking on the microphone at the bottom of the keyboard.

Enabling notifications on mobile device when issued evaluation to complete



If you want to receive push notifications on your phone when you have an evaluation or procedure verification to complete, go to Settings on your iPhone or Android, click on the MedHub app in your app list, and choose “Notifications”.

Forgotten password

If you have forgotten your password, use the “Forgot my password” link underneath the username and password boxes on the righthand side of the screen. You will receive an email directly from MedHub with a link to reset your password. If you don’t receive the email in your inbox, please check your junk/spam folder. Please note this link is only good for 24 hours.

The email you receive will look like this:

From: MedHub Notification <do-not-reply@medhub.com>
Sent: Friday, April 4, 2025 2:54:40 PM
To: krdsalamone@outlook.com <krdsalamone@outlook.com>
Subject: MedHub password reset verification



A password reset request has been initiated for this account.

Follow the link below to reset your password. This link will expire in 1 day.

https://musom.medhub.com/account_recovery.mh?key=1c08800684f2805952b889970d5c8588&u=MTI1MjA%3D

Note, you will be asked to verify your identity by typing your username. If you do not know your username, please contact your program coordinator