Work Hour Evaluation Completion Instructions for Trainees

To access the evaluation, click on the link below
https://www.new-innov.com/Login/Login.aspx?hospital=partners which will take you to
the login screen shown below.

To login, supply your institution (Partners), your New Innovations username and your
New Innovations password. If you do not know your New Innovations account name or
password, please contact your program coordinator or email arigg@partners.org or
cjellis@partners.org from your Partners email account. Your NI username and
password are case-sensitive; the institution is not.

You can also login by clicking on “Partners Applications” on your Partners
computer system toolbar and then on “New Innovations”. If this latter method of logging
on is not available to you, contact arigg@partners.org or cjellis@partners.org from your
Partners email account.

In addition, you will receive an email from New Innovations notifying you that this
evaluation is available for completion. If your program allows it, and most do, the email
will contain a link that will automatically log you into New Innovations.

After logging in, either

(1) scroll to the Notifications section of your home page and click on “___ evaluations to
complete” OR
(2) click on Evaluations in the top menu bar (as shown below) and then on “Complete an Evaluation”.

The “Complete Evaluations” screen (a similar example is shown below) will open.

Look for “DH Eval” for the “subject” of the evaluation and, below it, the name of the evaluation, for example, "August 2017 Evaluation of July Work Hours” and click on the name of the evaluation. Then click on the “Evaluate” button. Complete the evaluation
and click the “Submit Final” button. In the example shown above, the name of the evaluation is “TEST August 2017 Evaluation of July Work Hours”.

If you don’t see the evaluation listed, make sure that on the right side of the page under “Display”, “All” is chosen.