

Entering Your Interview Availability

STEP 1:

Log in to your Admissions Portal with your LUC ID and password.

ON CAMPUS PORTAL:

<https://portal.luhs.org/template/dean/index.cfm>

OFF CAMPUS PORTAL:

https://vault.lumc.edu/extranet/index_ssl.cfm



Preparing people to lead extraordinary lives

Loyola Medicine's Employee Self-Serve Portal

Please enter your Logon ID and Password to continue.

If you are having problems with your Logon ID or Password, please contact the Help Desk at x-62160

Please enter your logon ID and password.

Logon ID

Password

[Log On](#)

STEP 2:

Select **SSOM Admission II**.



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STEP 3:

Under **Role Based Access**, expand the folder for the **Interviewer Committee**, then select **My Schedule**.



Step 4:

Click the dates and times you are available to interview.

Your scheduled is **editable up to 7 days before an interview day**.

(ex. You can edit your availability for Aug 27 up until Aug 20. If you need to change your availability for Aug 27 after Aug 20, you will need to contact an Admissions staff member.)

You can also set your max interviews for the day.

You may be available for several time slots during a day, but only want to commit to a certain number of interviews. You can indicate this by selecting the maximum number of interviews you are willing to do.

Remember to **SAVE** at the bottom of the page.

Just because you listed that you were available, doesn't necessarily mean you will be scheduled for an interview that day – **Check your My Interviews tab to see your interview assignments.**

Your Interview Schedule for 2021					
Date	11:00	11:45	13:00	13:45	Maximum Interviews You Are Willing To Do
08/25/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
08/27/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/01/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/03/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/08/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/10/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/15/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/17/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/22/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/24/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
09/29/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
10/01/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4