

Setting up CALIPSO Account

Step 1:

- Obtain PIN number from your advisor OR the instructor of SPSI 516 (Intro to Research)
- As soon as you obtain the pin number, set up your account. The PIN will expire quickly

Step 2:

- Go to- <https://www.calipsoclient.com/emich/account/login>
 - You should see the Eastern Michigan University Logo in the top left corner



Eastern Michigan University
CALIPSO
Login

Login:

If you are a student, use your email address. If you are a Supervisor, use your ASHA number.

Password:

Passwords only. Do not use Registration PINs or Reset Codes here, see links below.

[Forgot password?](#) [Password Help](#)

If you are new to CALIPSO, register first by clicking the appropriate link below. If you have already registered, proceed by entering your login and password.

Registration: [Supervisor](#) | [Student](#)

CALIPSO User FAQs: [Supervisor](#) [Student](#)

Eastern Michigan University is committed to providing reasonable access and accommodations for people with disabilities upon request. Please contact us at woupples@emich.edu with accessibility problems on this site.

- Select “Registration: Student”

Login:

If you are a student, use your email address. If you are a Supervisor, use your ASHA number.

Password:

Passwords only. Do not use Registration PINs or Reset Codes here, see links below.

[Forgot password?](#) [Password Help](#)

If you are new to CALIPSO, register first by clicking the appropriate link below. If you have already registered, proceed by entering your login and password.

Registration: [Supervisor](#) | [Student](#)

CALIPSO User FAQs: [Supervisor](#) [Student](#)

Step 3:

- Fill in the criteria
- Be sure to write down your password
- You must use your emich email

Information on Payment from CALIPS FAQ's:

- I am trying to pay for my new account but I do not have a PayPal account, what do I do?
 - You can check out as a Guest and pay with a credit or debit card, you do not need to have a PayPal account.
- I am trying to pay for my account online but it is not working, what do I do?
 - CALIPSO does not process credit cards; we use a Third Party credit card processing Company, PayPal. If your payment is not being accepted, you will need to contact them directly. PayPal can be reached by phone at 1-888-221-1161.

Entering Information on CALIPSO

Entering permanent address:

1. Select "student information"

Home Logout

Lobby

Last successful login: Feb 15 2018 11:01AM (Eastern time) Login errors since last successful login: 1

View
[Student Information](#)
[Clockhours](#)
[Self-evaluations](#)
[Supervisor Feedback Forms](#)
[Student Evaluation of Off-campus Placement](#)
[Site Information Forms](#)

Home Logout Student Information

Student Information

Show all
Doe, Jane [Evaluations](#) [Clinical placement](#) [Clockhours](#) [Cumulative evaluation](#) [KASA](#) [My checklist](#) [Compliance/immunizations](#) [Contact Info](#) [Performance summary](#)

2. Select "contact info"
3. "Edit" Permanent Address Information

Home Logout Student Information

Contact Information for Doe, Jane

Emergency Contact: Not listed
[Edit Emergency Contact](#)

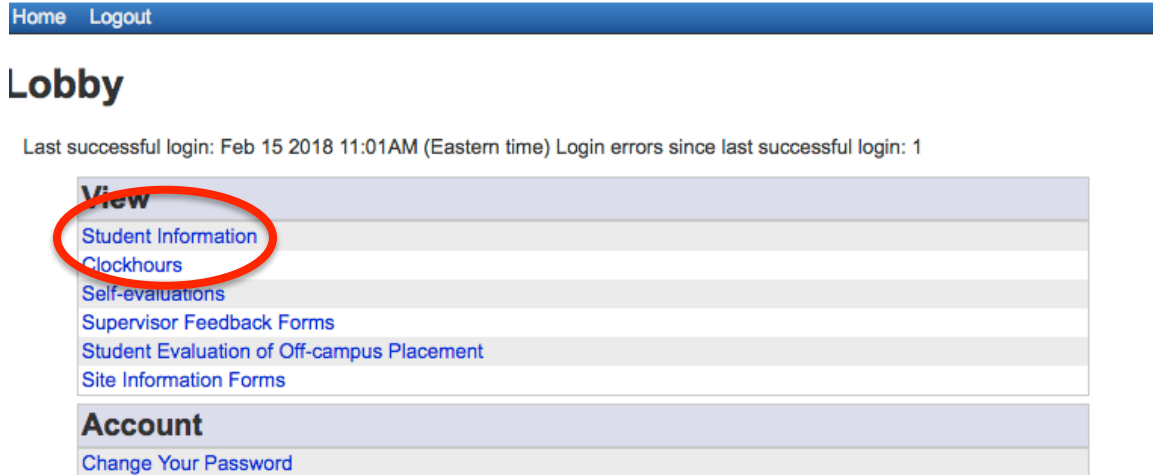
Local Address Edit	Permanent Address Edit	Rotation Address 1 Edit	Rotation Address 2 Edit
Not listed	Not listed	Not listed	Not listed

4. Be sure to add a non emich email and current phone number

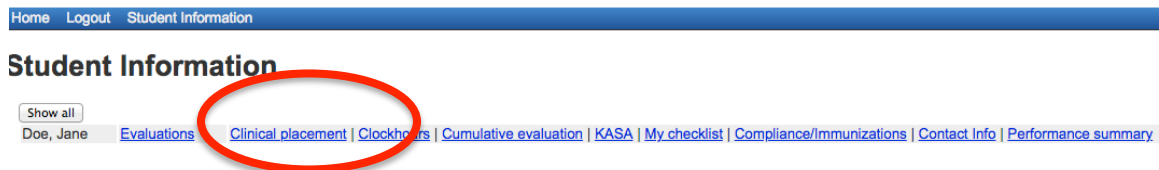
Uploading Documents

Uploading Transcripts:

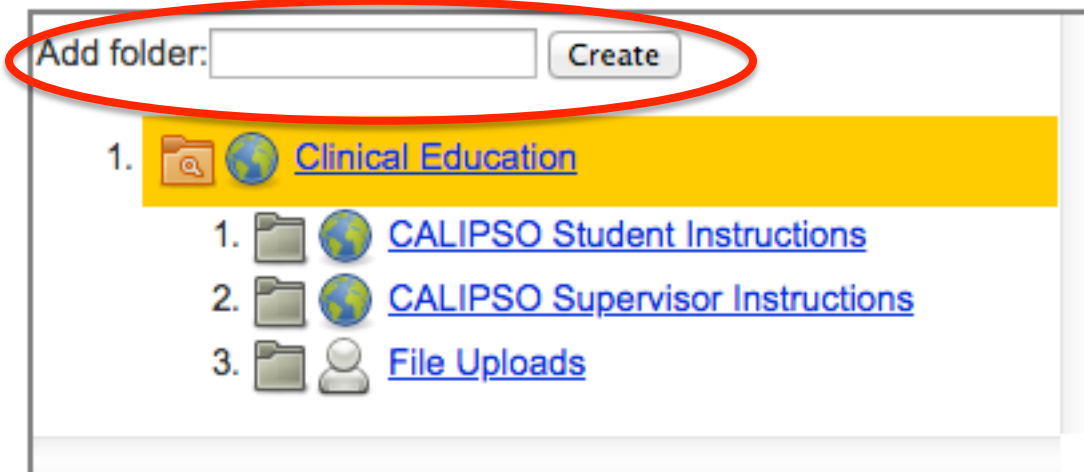
1. Highlight the four required ASHA courses and save as a PDF to upload
2. Select “Student Information”



3. Select “Clinical Placement”



4. Add a folder called “File Uploads” and upload transcripts here (the example below already has the folder created)



5. Label the document as “Undergrad transcripts”

Uploading Undergrad Observation hours:

*please note- this is to upload the observation hours document, not inputting observation hours

1. Save undergrad observation hours as a PDF to upload
2. Follow steps 2-4 of Uploading Transcripts
3. Label as “Undergrad Observation Hours”

Uploading TB Test:

1. Save TB Test results as a PDF to upload
2. Select “Student Information

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Lobby

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3. Select “Compliance/Immunization”

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Student Information

Show all

Doe, Jane [Evaluations](#) [Clinical placement](#) [Clockhours](#) [Cumulative evaluation](#) [KASA](#) [My checklist](#) [Compliance/Immunizations](#) [Contact Info](#) [Performance summary](#)

4. Select “Files”

Home Logout Student Information **Files** Printable view (PDF)

Compliance/Immunization for Doe, Jane

5. Label as “TB Test” and upload

Home Logout Student Information Files Printable view (PDF)

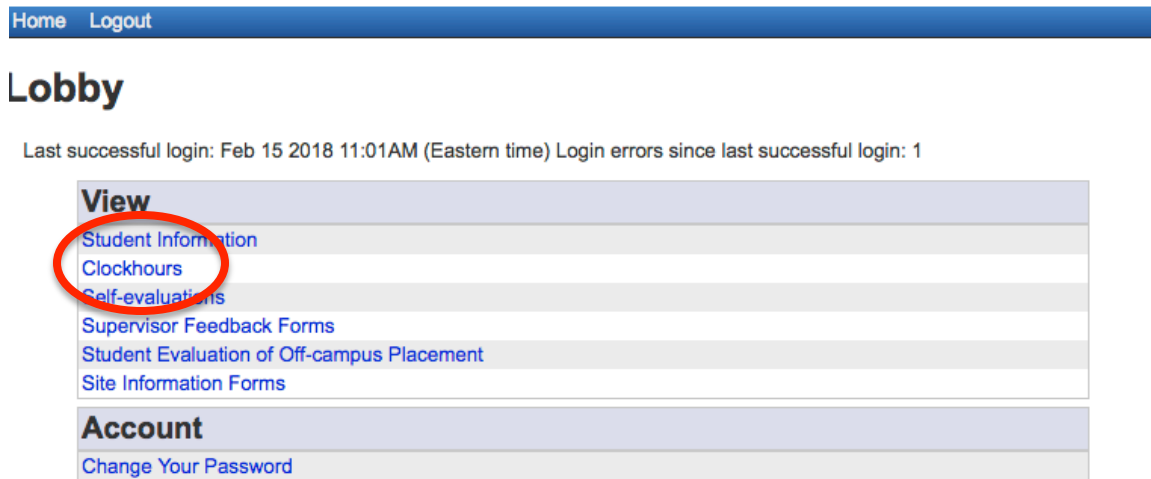
Compliance/Immunization for Doe, Jane

Upload file: No file chosen

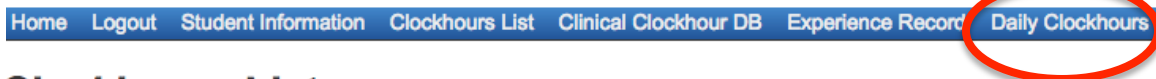
Title (optional):

Entering Undergrad Observation Clock Hours

1. Select “Clockhours”

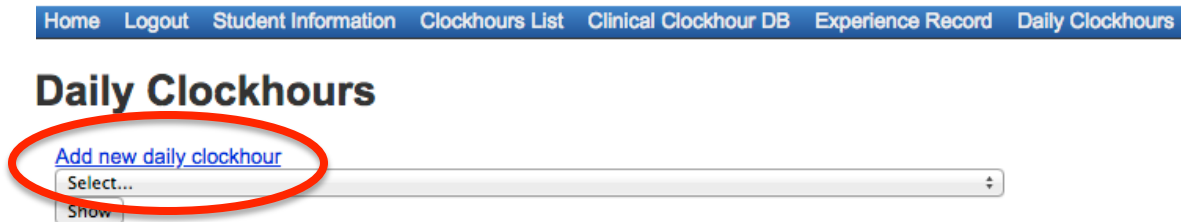


2. Select “Daily Clockhours”



Clockhours List

3. Select “Add new daily clockhour”



4. Complete the required information and SAVE
 - a. Supervisor- your advisor
 - b. Site- EMU Clinic
 - c. Course- Undergrad clinic and observation clock hours
 - d. Semester- current semester
 - e. Completion month- when the observation occurred

5. Enter hours in the appropriate box, be sure you are entering under “Observation”
 - a. Below is an example for observing an adult speech evaluation for 30 minutes
 - b. Please note- enter all clients observed under the same supervisor on the same day

	Child	Adult	Total
Observation - Evaluation	HH:MM	HH:MM	HH:MM
Speech (articulation, fluency, voice, swallowing, communication modalities)	<input type="text"/>	<input type="text" value="30"/>	0:30
Language (expressive/receptive language, cognitive aspects, social aspects)	<input type="text"/>	<input type="text"/>	
Hearing	<input type="text"/>	<input type="text"/>	
Total Observation - Evaluation Hours	0:30		
Observation - Treatment	HH:MM	HH:MM	HH:MM
Speech (articulation, fluency, voice, swallowing, communication modalities)	<input type="text"/>	<input type="text"/>	
Language (expressive/receptive language, cognitive aspects, social aspects)	<input type="text"/>	<input type="text"/>	
Hearing	<input type="text"/>	<input type="text"/>	
Total Observation - Treatment Hours			

6. Click “save” at the bottom of the page, the screen will not change
7. Select “Daily Clockhours”

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record **Daily Clockhours**

Clockhours List

8. Select the clockhours you just uploaded and saved

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record **Daily Clockhours**

Daily Clockhours

[Add new daily clockhour](#)

✓ Select...

Undergraduate Supervision | 2017 Summer | Undergraduate Observation and Clock Hours | University Clinic
 Ginsberg, Sarah M. | 2017 Fall | Graduate Course Clinical Competency | Clinical Simulation
 Ginsberg, Sarah M. | 2018 Winter | Undergraduate Observation and Clock Hours | School

9. Select the box that is circled below and “Submit Selected clockhours for supervisor approval”
 - a. after you submit you should see a screen that says “done”

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record Daily Clockhours

Daily Clockhours

[Add new daily clockhour](#)

Ginsberg, Sarah M. | 2018 Winter | Undergraduate Observation and Clock Hours | School

Show

Submit selected clockhours for Supervisor approval

Observation - Evaluation					
	Child	Adult	Total	C	T
Speech (articulation, fluency, voice, swallowing, communication modalities)		0:30	0:30	0:30	0:30
Language (expressive/receptive language, cognitive aspects, social aspects)					
Hearing					

10. IMPORTANT- you must email your advisor to notify of approval needed
 - a. Be sure to also follow the instructions to upload the approved hours using the PDF “Uploading Documents”
 - b. Observation Clock hours will NOT show up on the total clockhour list, this is to prevent these hours from being counted toward the 375 hours required by ASHA

Supervisor	Course	Semester	Facility	Setting	Hours	Appr	Submitted	Approved	
Lee, Lidia	Graduate Course Clinical Competency	2017 Fall	EMU Speech & Hearing Clinic	University Clinic	0:24	Y	Dec 13 2017 02:09PM	Jan 12 2018 10:54AM	View/Edit
Kowalski, Denise Ann	Clinical Practicum I	2017 Fall	EMU Speech & Hearing Clinic	University Clinic	18:00	Y	Dec 12 2017 10:31AM	Dec 12 2017 10:36AM	View/Edit
Lee, Lidia	Clinical Practicum I	2017 Fall	EMU Speech & Hearing Clinic	University Clinic	0:06	Y	Nov 07 2017 06:25PM	Nov 08 2017 10:39AM	View/Edit
Harten, Ana Claudia	Undergraduate Observation and Clock Hours	2017 Summer		School		Y	Sep 06 2017 05:43PM	Oct 25 2017 06:37PM	View/Edit
Harten, Ana Claudia	Undergraduate Observation and Clock Hours	2016 Winter	Undergraduate University	School		Y	Mar 15 2017 12:12PM	Oct 25 2017 06:37PM	View/Edit
Harten, Ana Claudia	Undergraduate Observation and Clock Hours	2017 Winter	Ann Arbor Public Schools	School		Y	Mar 15 2017 12:12PM	Oct 25 2017 06:38PM	View/Edit
Harten, Ana Claudia	Undergraduate Observation and Clock Hours	2017 Winter	University of Michigan Health System	Hospital - OP		Y	Mar 15 2017 12:12PM	Oct 25 2017 06:38PM	View/Edit

Entering Clockhours for Clinic and Internship

Clinic Clockhours:

1. Select “Clockhours”

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2. Select “Daily Clockhours”

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record [Daily Clockhours](#)

Clockhours List

3. Select “Add new daily clockhour”

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record Daily Clockhours

Daily Clockhours

[Add new daily clockhour](#)

Select...

Show

4. Complete the required information and SAVE
 - a. Supervisor- Clinical Educator
 - b. Site- EMU Speech and Hearing Clinic
 - c. Course- Clinical Practicum I or Clinical Practicum II
 - d. Clinical Setting-University Clinic
 - e. Training Level- Graduate

5. Enter clockhours as recommended by your CE and SAVE

Total Observation - Treatment Hours			
Evaluation	HH:MM	HH:MM	HH:MM
Articulation			
Fluency			
Voice and resonance			
Expressive/Receptive language			
Hearing			
Swallowing			
Cognitive aspects of communication			
Social aspects of communication			
Communication Modalities			
Total Evaluation Hours			
Treatment	HH:MM	HH:MM	HH:MM
Articulation			
Fluency			
Voice and resonance			
Expressive/Receptive language			
Hearing			
Swallowing			
Cognitive aspects of communication			
Social aspects of communication			
Communication Modalities			
Total Treatment Hours			
Total (non-Observation)			

6. Select "Daily Clockhours"

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record **Daily Clockhours**

Clockhours List

7. Select the clockhours you just uploaded and saved

Home Logout Student Information Clockhours List Clinical Clockhour DB Experience Record Daily Clockhours

Daily Clockhours

[Add new daily clockhour](#)

✓ Select...

Undergraduate Supervisor, | 2014 Summer | Undergraduate Observation and Clock Hours | University Clinic
Ginsberg, Sarah M. | 2017 Fall | Graduate Course Clinical Competency | Clinical Simulation
Ginsberg, Sarah M. | 2018 Winter | Undergraduate Observation and Clock Hours | School

8. Select the box that is circled below and “Submit selected clockhours for supervisor approval”
 - a. After you submit you should see a screen that says “done”

Daily Clockhours

[Add new daily clockhour](#)

Ginsberg, Sarah M. | 2018 Winter | Undergraduate Observation and Clock Hours | School

Show

Submit selected clockhours for Supervisor approval

				<input type="checkbox"/> 12/20/2017	Copy
Observation - Evaluation	Child	Adult	Student	C	T
Speech (articulation, fluency, voice, swallowing, communication modalities)		0:30	0:30	0:30	0:30
Language (expressive/receptive language, cognitive aspects, social aspects)					
Hearing					

Internship Clockhours:

- All steps are the same EXCEPT the information on step 4
 - Supervisor- Your internship supervisor
 - Site- internship site
 - Clinical setting- internship setting
 - Course number- Clinical Internship I, Clinical Internship II, OR Public School/Student Teaching Internship