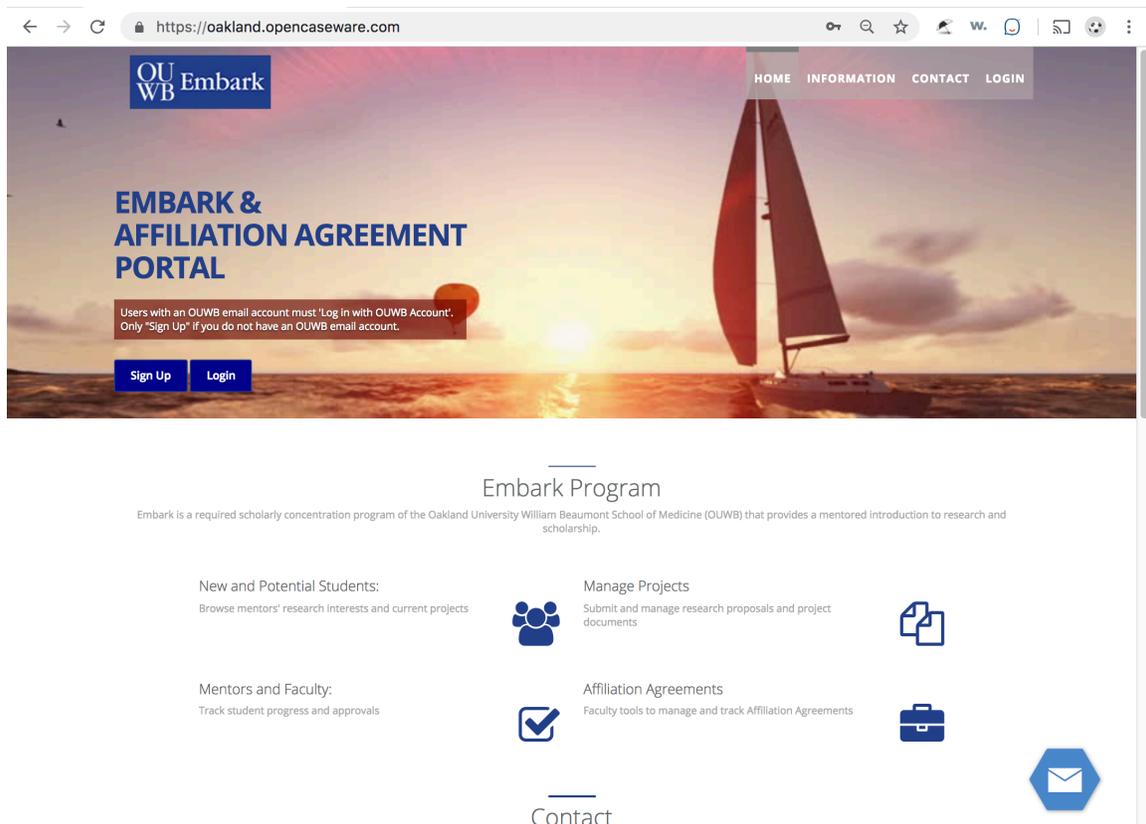


# Logging into Open Caseware to Submit an Domestic Away Elective Application

1.) Navigate to [Oakland.opencaseware.com](https://oakland.opencaseware.com). Pictured below is a screenshot of the website.

Note: If you have submitted materials for Embark online, this may look familiar. This is the same system, Open Caseware, that is used for Domestic Away Elective Applications and the log in follows the same procedure as Embark. If you know how to log into Open Caseware for Embark and you do so, you will see the pictured item in step 5. You may continue from that step if you already know how to properly log into Open Caseware. Otherwise, continue to step 2.



2.) Click “LOGIN” in the upper-right portion of the website. Below, the area is highlighted in red. DO NOT click the “Sign Up” button. Your current Oakland University e-mail credentials will work as your login information for this system.

The screenshot shows a web browser window with the URL <https://oakland.opencaseware.com>. The page features a header with the "OU WB Embarcadero" logo and a navigation menu with links for "HOME", "INFORMATION", "CONTACT", and "LOGIN". The "LOGIN" link is highlighted with a red circle. Below the header is a large banner image of a sailboat on the ocean at sunset. The banner contains the text "EMBARCADERO & AFFILIATION AGREEMENT PORTAL" and a message: "Users with an OUWB email account must 'Log in with OUWB Account'. Only 'Sign Up' if you do not have an OUWB email account." Below this message are two buttons: "Sign Up" and "Login".

**EMBARCADERO & AFFILIATION AGREEMENT PORTAL**

Users with an OUWB email account must 'Log in with OUWB Account'. Only 'Sign Up' if you do not have an OUWB email account.

[Sign Up](#) [Login](#)

### Embarcadero Program

Embarcadero is a required scholarly concentration program of the Oakland University William Beaumont School of Medicine (OUWB) that provides a mentored introduction to research and scholarship.

**New and Potential Students:**  
Browse mentors' research interests and current projects

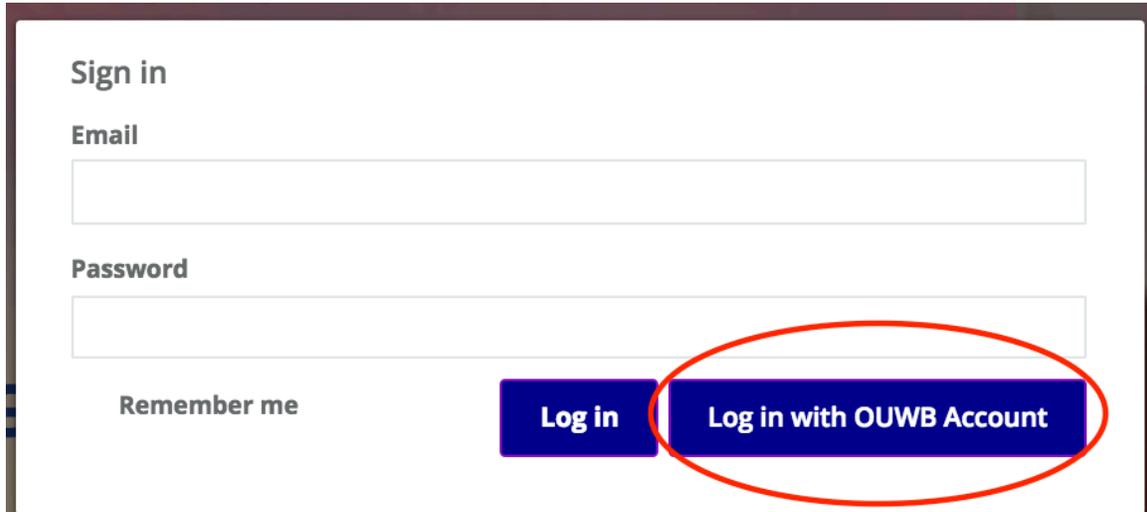
**Manage Projects**  
Submit and manage research proposals and project documents

**Mentors and Faculty:**  
Track student progress and approvals

**Affiliation Agreements**  
Faculty tools to manage and track Affiliation Agreements

**Contact**

3.) Upon completion of step 2, you will be presented with a new dialogue box with the options “Log In” and “Log in with OUWB Account.” Click the “Log in with OUWB Account” button. Pictured below is the new dialogue box and the “Log in with OUWB Account” button is highlighted in red. Note: You do not need to enter any credentials into this dialogue box.



**Sign in**

**Email**

**Password**

**Remember me** **Log in** **Log in with OUWB Account**

4.) Upon completion of step 3, you will be directed to sign in with your Oakland University credentials. Enter your information in this screen and click the “SIGN IN” button. Pictured below is the screen you should see with the “SIGN IN” button highlighted in red.

**OAKLAND UNIVERSITY™**

**Enter your NetID and Password**

**NetID:**

@oakland.edu

**Password:**

**SIGN IN**

**Privacy and Security Notice**

Usage of all Oakland University systems, services, and networks is governed by official Oakland University Policies and University Technology Services Guidelines. By accessing and using these resources, individuals agree to use all information technology resources responsibly and in compliance with [Oakland University Policies and Guidelines](#)

Your login will provide access to Google's Core Suite of services within Google Apps for Education, covered by a university agreement. By signing in to Google Additional Services, you are individually agreeing to Google's Terms of Service. Please review Google Privacy and Terms prior to logging in. For more information, please read our [Frequently Asked Questions](#).

- [Google's Terms of Service](#)
- [Google Privacy and Terms](#)
- [Frequently Asked Questions](#)

**Quick Links**

- [Faculty and Staff SAIL](#)
- [Alumni and students who have not registered in the past year SAIL](#)
- [Class Schedule Search](#)
- [Course Catalog](#)
- [eBill Student Bill and Payment](#)
- [Student Financial Services and Student Employment](#)

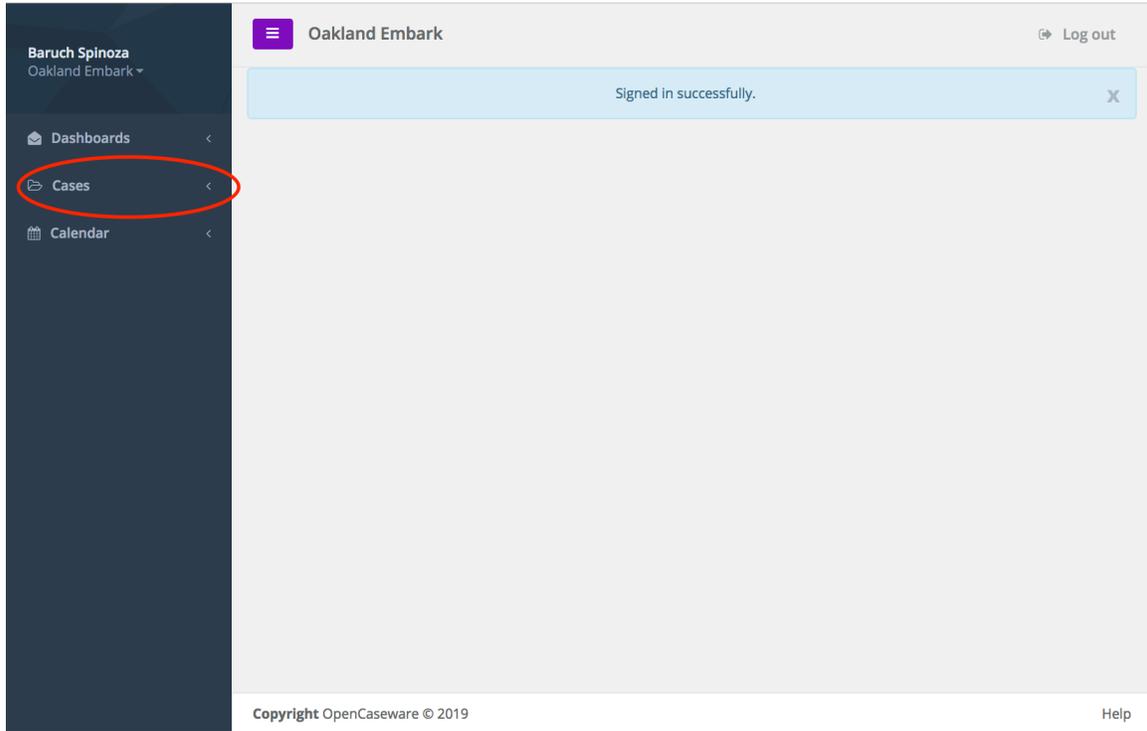
**Forgot Password?**

New student? [Get your NetID and password.](#)

Need help? [Click here for more information.](#)

**Recommended Browsers:**  
Chrome, Firefox, Safari or Opera for the best SSO experience.

5.) Upon completion of step 4, you will be logged into the Open Caseware system and you will see the system's landing page. On the landing page, click "Cases" on the left-hand side of the screen. The landing page is pictured below with the "Cases" portion highlighted in red.



6.) Upon completion of step 5, a dropdown menu will appear with options. One of these options will be “Manage Domestic Away Elective Applications,” which is the correct option to click. Pictured below are the options and “Manage Domestic Away Elective Applications” is highlighted in red.

The screenshot displays the Oakland Embark web application interface. At the top left, the user's name 'Baruch Spinoza' and affiliation 'Oakland Embark' are shown. The top right corner features a 'Log out' button. A light blue notification banner at the top center reads 'Signed in successfully.' with a close button (X). The left sidebar contains a navigation menu with the following items: 'Dashboards', 'Cases' (expanded), 'Manage Resources', 'Manage M1 Mentor/Medical Student Initial Agreements', 'Manage M1 Research Questions', 'Manage M1 Project Proposals', 'Manage M1 OUWB IRB Pre-reviews', 'Manage Funding Requests', 'Manage M2 Oral Presentation Abstracts', 'Manage M2 Oral Presentation Powerpoints', 'Manage M2 IRP with Benchmarks', 'Manage M3 IRP with Benchmarks', 'Manage M3 Mini-Manuscripts', 'Manage M4 IRP with Benchmarks', 'Manage M4 Final Progress Update and Scholarly Activity Reports', 'Manage M4 Final Abstracts', 'Manage M4 Final Colloquium Posters', 'Manage M4 Project Completion Forms', and 'Manage Away Elective Applications' (circled in red). At the bottom of the sidebar is a 'Calendar' icon. The main content area is currently blank. The footer contains the text 'Copyright OpenCaseware © 2019' and a 'Help' link.

7.) Upon completion of step 6, you will be taken to a dashboard screen that summarizes your previously submitted applications. To create a new application, click the “+ New Domestic Away Elective Application” button in the upper right portion of the screen. Pictured below is the dashboard screen you should see. Highlighted in red is the “+ New Domestic Away Elective Application” button.

Baruch Spinoza  
Oakland Embark

Oakland Embark Log out

Away Elective Applications

Advanced search

Away Elective Applications

Institution Name	Elective Title	Start and End Date of Elective	Student First Name	Student Last Name	Status
TEST3			TEST3	TEST3	Send MedReg Email
TEST4			TEST4	TEST4	Under Finance Manager Review
TEST5			TEST5	TEST5	Under Finance Manager Review
TEST6			TEST6	TEST6	Needs Changes
TEST7			TEST7	TEST7	Under Finance Manager Review

Copyright OpenCaseware © 2019 Help

8.) Upon completion of step 7, you will be taken to your new domestic away elective application. Pictured below is the screen you should see.

The screenshot shows the 'Oakland Embark' interface. On the left is a dark sidebar with the user name 'Baruch Spinoza' and a list of navigation items under 'Cases'. The main content area is titled 'Create a New Away Elective Application'. Below the title, it says 'Fill out the Away Elective Application details in the form below'. The form is divided into two sections: 'Extramural (Away) Elective Registration' and 'Student Information'. The first section contains important instructions and requirements. The second section contains several input fields for student details.

**Extramural (Away) Elective Registration**

**IMPORTANT:** Complete the entire application before attaching any documents! Documents should be attached after all other fields in the application are completed.

An extramural (away ) elective is an elective that is not under the direct supervision of the Oakland University William Beaumont School of Medicine faculty. This form must be completed for all VSLO/VSAS and Non-VSLO/VSAS Extramural Electives.

Extramural elective registration must be submitted at least 6 weeks prior to the start of the elective. Students should allow 3-6 months for the processing of an affiliation and submit a copy of their acceptance letter with this form.

**\*\*Records and Registration must receive a copy of your official acceptance letter from the host institution stating that you have been accepted prior to the beginning the affiliation process. All affiliations must be completed 6 weeks prior to the beginning of the elective.\*\***

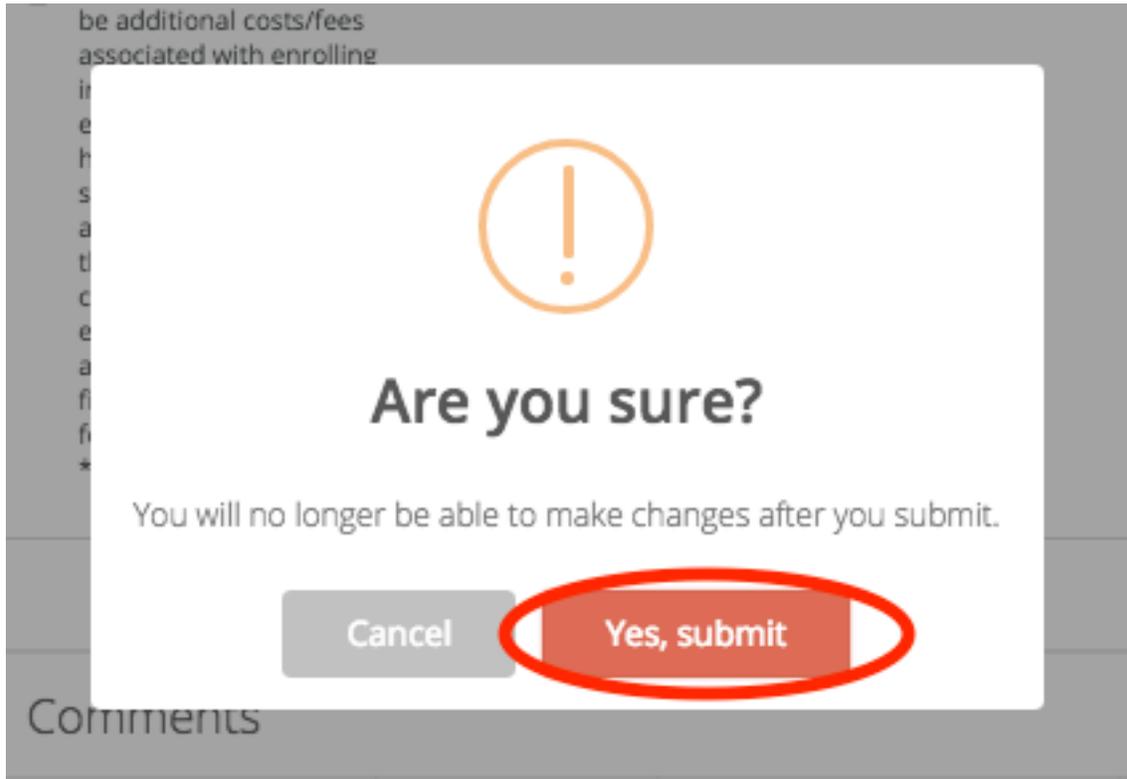
**Student Information**

Student First Name *	Student Last Name *	Student Oakland E-mail Address	Student Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expected Graduation Date (mm/yyyy)	Last 4 Digits of G#		
<input type="text"/>	<input type="text"/>		

9.) To complete your application and submit it to Records and Registration, complete all required fields and click the “Create Domestic Away Elective Application” button on the bottom of the application. Pictured below is the bottom of the new domestic away elective application with the “Create Domestic Away Elective Application” button highlighted in red.

The screenshot shows the bottom portion of the application form. It features a 'Comments' section with a table header: 'Creator', 'Time', 'Comment', and 'Commands'. Below this is another table header for 'Away Elective - Administrative Comments' with the same columns. An 'Add Comment' button is visible. At the bottom of the form, there are three buttons: 'Cancel', 'Save Draft Away Elective Application', and 'Create Away Elective Application'. The 'Create Away Elective Application' button is circled in red.

10.) Upon completion of step 9, you will be prompted with a new dialogue box asking you if you are sure you want to create a new domestic away elective application. If you do wish to create a new domestic away elective application, click the “Yes, submit” button. Pictured below is the dialogue box. Highlighted in red is the “Yes, submit” button.



11.) Congratulations, your new domestic away elective application has been submitted. After the completion of step 10, you will be taken to the dashboard pictured in step 7. On the dashboard, the status of your new domestic away elective application will appear.