

# Resident Leave Application

## *Resident Instructions*

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Step 1: To access the Leave Application, you can go to the Graduate Medical Education website (<http://www.sh.LSUHSC.edu/gme/new/index.php>) and click the link titled “Resident Leave” on the top menu.

You may also access it directly by going to the following address:

<http://www.medcom.LSUHSC-s.edu/residentleave/leave/login.php>

Step 2: If this is your first time to use the application, click “New User?” to register. Choose your home and service department. If you do not have a service department, choose your home department again.

You MUST use your LSUHSC email address.

You have the ability to add additional notes that may be viewed by anyone approving or denying your leave request.

Click “Register” to add yourself to the system after completing all information.

Step 3: From the login screen, you can request leave, view current leave request progress, and change your personal details. Enter your LSUHSC username and the password you chose upon registration, then click the option you want.

Step 4: To Request Leave, choose the first option. Then complete the form as directed. If you only need approval from your home department, choose Home Department. The default is to request leave from both service and home department.

Step 5: Many fields will be filled out automatically. There is no need to change this information. To choose a day of leave, click the small calendar to the right of Day of Leave. Then choose click the date you want to request off. For multiple dates, click ADD until you reach the desired number of fields.

If you want to request Alternate days of leave, in the event the originally requested days are not available, click “add” next to “Alternate Day of Leave.” This process is identical to the one previously mentioned.

Type any additional notes that you want the person(s) approving or denying your leave to be aware of.

Click submit.

### Lost Password

If you have lost your password, click the Lost Password link at the bottom of the login screen. You will be prompted to provide your email address, then click send. An email will be immediately sent that contains your password.