



## **User Guide**

Designed For Program Administrators

***How To:  
Add “Resident” to ResQ***

# Program Administrators have the ability to:

- Invite any Resident in their program to use the ResQ app
- Receive weekly Analytics emails, specific to their program and residents
- View Work Hour reports for all residents
- Use WorkForce™ to view, in real-time, when residents are “IN” or “OUT” of a WorkZone™

## Residents can login to ResQ:

- With their **medhub** Username & Passkey\*

OR

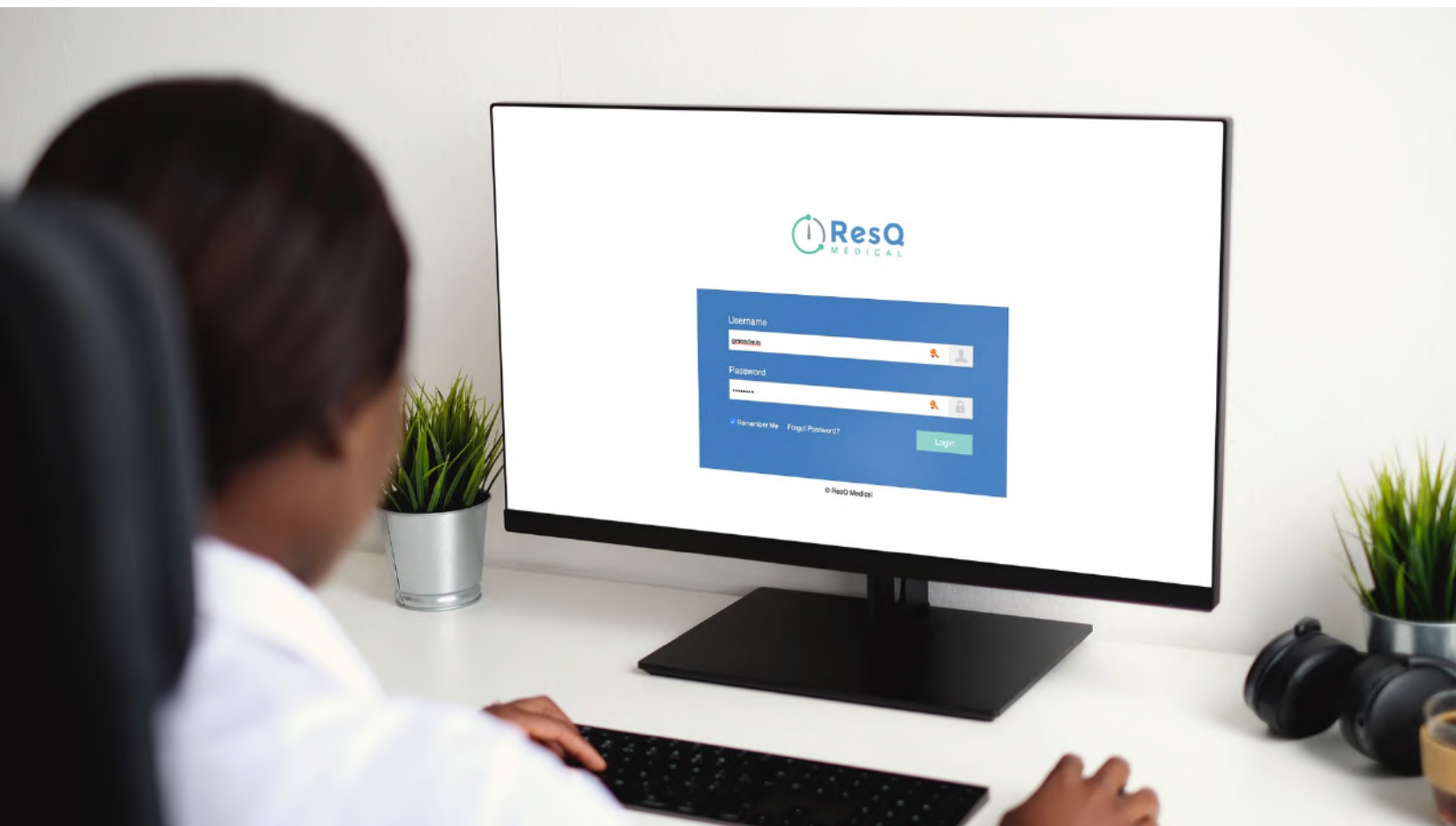
- With ResQ credentials they receive from their Program Administrator

\*To access the 'Passkey' for a MedHub account, open a web browser and log into MedHub. The 'Passkey' will be displayed on the 'Preferences' page, which is accessed from the 'Account' menu.

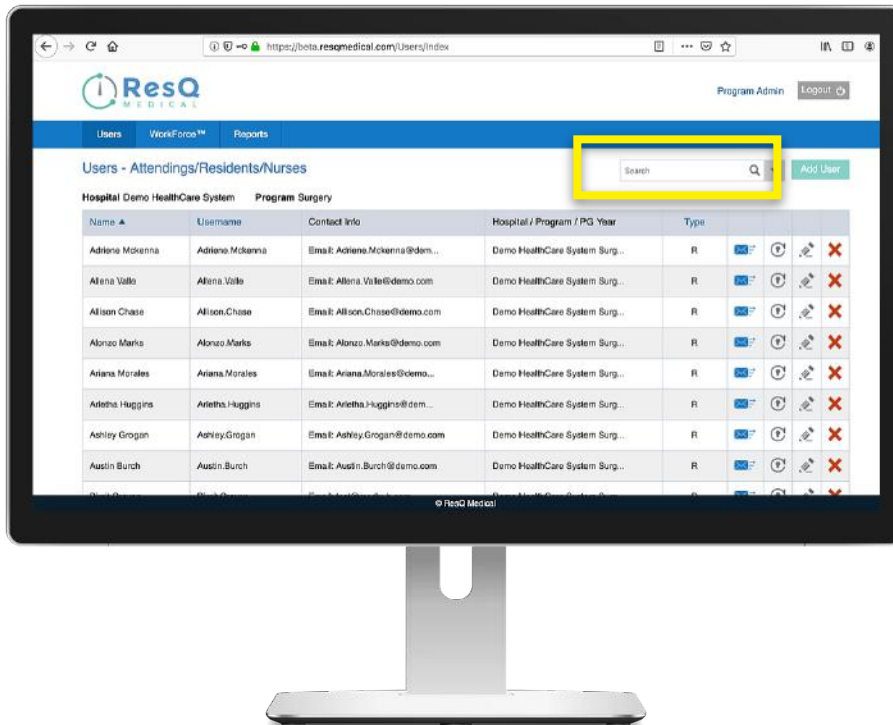
## *Add “Resident” to ResQ*

**Step 1:** From a computer, login to your institution’s ResQ server using the institution ID, followed by .resqmedical.com

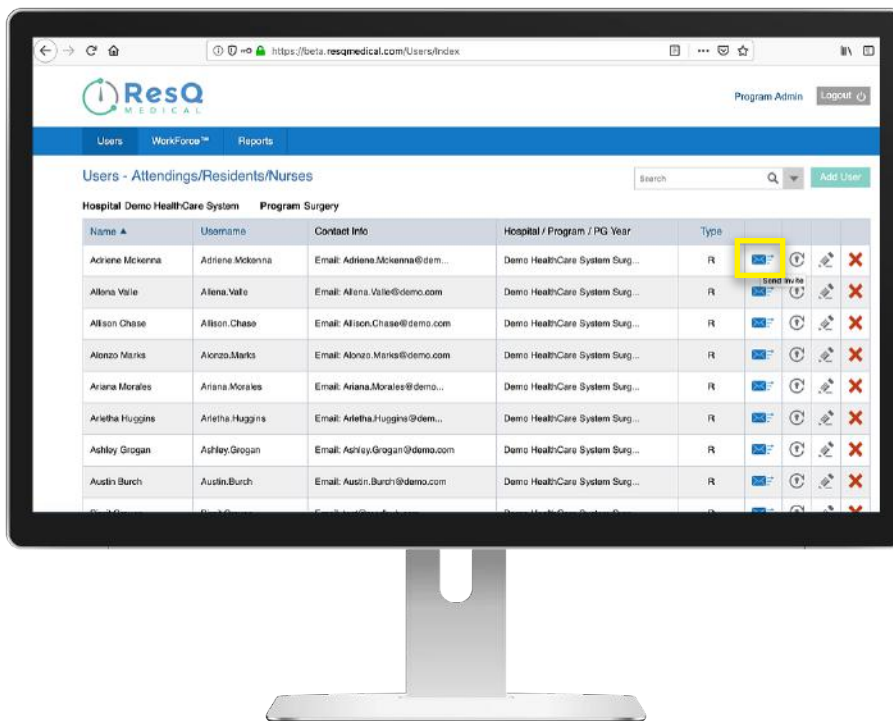
(i.e. [https:// lomalinda.resqmedical.com](https://lomalinda.resqmedical.com))



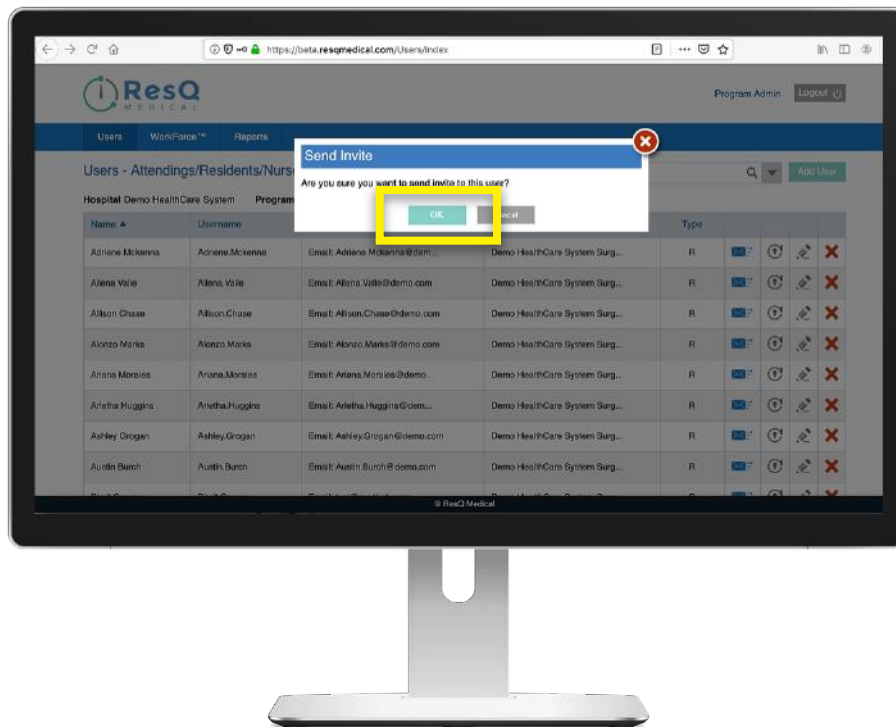
## Step 2: Find the resident or search by name



## Step 3: Click the blue



## Step 4: Click “OK” to email credentials



Once credentials are received, the resident can login to the app to automatically record hours

