DIGITAL
MPH FIELD TRAINING FORMS SYSTEM

March 2015
Master of Public Health (MPH) Program
System Entry

- Accessible on all MPH concentration field training web pages
- UBIT username entry
- Accessed anywhere
- Linked to field training web pages
Student begins first field training form

If student is waiving field training (with advisor’s approval):

To be completed by: Student
To be signed by: Student, mentor, advisor, concentration area director
When: Before start of placement

Completing this form does not mean that you are now registered for your field training.

You can also submit a Field Training Waiver Form instead of completing this form.

Student clicks here to begin

Student clicks here to waive field training
After student launches field training form:

Mentor receives email

From: University at Buffalo MPH Field Trainings
Subject: Approval Request for Student Field Training

Dear (mentor’s name):

Jane Smith, the University at Buffalo Master of Public Health (MPH) student that will be completing field training with you this semester, has completed Form 1. Your signature on this form is now required.

Please click on the following link to electronically sign Form 1:

http://internal.sphhp.buffalo.edu/mph/sign.php?form=1&sign=mentor&email=kimarook%40gmail.com&hash=731da269c49e2b1c0435a98e9a59fda9

If you have additional questions, please contact Kim Krytus, MPH Program Coordinator, at krook@buffalo.edu or call (716) 829-6779.

Thank you.

Note: This email is not monitored. Please do not reply to this email.
Dear (advisor’s name):

Your MPH student, Jane Smith, has completed Form 1 for field training. Your signature on this form is now required.

Please click on the following link to electronically sign Form 1:

http://internal.sphhp.buffalo.edu/mph/sign.php?form=1&sign=advisor&email=ghomish%40buffalo.edu&hash=365be7066b272de72fa7d8eaa402998f

If you have additional questions, please contact Kim Krytus, MPH Program Coordinator, at krook@buffalo.edu or call (716) 829-6779.

Thank you.

Note: This email is not monitored. Please do not reply to this email.
Dear (advisor’s name):

MPH student Jane Smith, has completed Form 1 for field training. Your signature on this form is now required.

Please click on the following link to electronically sign Form 1:

http://internal.sphhp.buffalo.edu/mph/sign.php?form=1&sign=advisor&email=ghomish%40buffalo.edu&hash=365be7066b272de72fa7d8eaa402998f

If you have additional questions, please contact Kim Krytus, MPH Program Coordinator, at krook@buffalo.edu or call (716) 829-6779.

Thank you.

Note: This email is not monitored. Please do not reply to this email.
Jane Smith,

This is to let you know that your (mentor / faculty advisor / program’s graduate director) has signed form 1.

If you have additional questions, please contact Kim Krytus, MPH Program Coordinator, at krook@buffalo.edu or call (716) 829-6779.

Thank you.

Note: This email is not monitored. Please do not reply to this email.
Dear Jane Smith:

Form 1 for your field training was signed by all parties. You may see your active trainings at any time by logging in to the following link:

http://internal.sphhp.buffalo.edu/mph/student/

If you have additional questions, please contact Kim Krytus, MPH Program Coordinator, at krook@buffalo.edu or call (716) 829-6779.

Thank you.

Note: This email is not monitored. Please do not reply to this email.
Forms 2 – 4, Time Log, Final Report

- Same process as Form 1
- Waiver request form accessible on Form 1
Questions?

Contact the MPH Coordinator:

Kim Krytus
716-826-6779
krook@buffalo.edu