You will use eLogs in your DNP Project & Practicum courses to log your practicum hours and experiences. Please follow the steps below to login and log entries.

1. Access the secure website at https://grad.elogs.org/, then click the Student Login link and you will see the screen below. Please use your assigned User Name and Password that you were emailed in the preview week of your first course to log in.

2. The Student Menu screen below is what you will see when you log in. Every aspect of the program is accessible here so please be sure to orient yourself to this menu. Please select number 12 on the menu: Submit a DNP log to begin logging an entry.
3. The Log Entry screen shown below is where you will log your entry. Please fill out all answers using the directions below. Please do not tab from field to field.

![DNP Log Entry](image)

a. Select your course and current Faculty Advisor from the dropdown menus
b. Select the date that you completed the activity
c. Choose the activity from the dropdown menu. These are arranged by the DNP Essentials. This list is consistent with the activities that have been approved for the achievement of practicum hours
d. Identify the time in minutes that you spent on the activity
   i. The maximum number of hours that you may claim prior to your first Project & Practicum course is 20 hours per course; additional hours may be approved by the course faculty for activities such as attending continuing education activities or conferences related to your DNP project, organizational assessment of your practicum site or other pertinent activities
e. Complete the note section with what you have learned from the activity, how the activity related to your DNP project or how the activity related to your practicum outcomes in your Project & Practicum courses. Please be specific, as the description of the activity and the number of minutes claimed should be congruent. Consider our honor system and your own integrity when completing this record

4. To receive reports please select **Retrieve a DNP Report**, or **Retrieve DNP Details Report** for more detailed reports, from the Student Menu shown above. You will select start and end dates for the reports.

Technical assistance is available at any time during your experience at no cost to you. If you should need technical assistance please email the eLogs staff through the Email function on the lower left panel. Please provide your school name and a phone number if you would like us to call you. You may also call 240.498.6800 for assistance.