

UQ MD Personal Advisor Network – Chronus user guide for personal advisors



Contents

1.	Background	3
2.	Getting started.....	4
3.	Chronus on your desktop	12
4.	Overview	13
5.	Personal advisor profile	14
5.1	Settings	15
5.2	Notifications	16
6.	Student profile	17
7.	Plan	19
8.	Messages	22
9.	Meetings	24
10.	Journal	27
11.	Events	29
12.	Help Resources	30
13.	Chronus support	31
14.	Chronus on your mobile device	32
15.	Frequently asked questions.....	35

1. Background

The Personal Advisor Network (PAN) provides targeted and individualised support for medical students to help foster a spirit of community and connectedness. Each student entering the Doctor of Medicine (MD) program is invited to join the PAN and be assigned a personal advisor, who plays a valuable role in guiding and shaping the experience of medical students.

The Personal Advisor Rural Network (PARN) is a subset of the PAN. The PARN has been established with the specific purpose of encouraging students with a rural perspective and supporting rural origin students or those interested in pursuing a medical career in rural and remote communities. It has the additional aim of increasing the number of students who elect to pursue a medical career in rural and remote communities.

Chronus is a cloud-based software program that allows us to manage and track PAN connections. The key benefits of using Chronus software to manage the PAN include:

- Allows us to match students with personal advisors to create more meaningful mentoring experiences;
- Delivers a more streamlined sign-up process and guided experience for students and personal advisors;
- Offers students and personal advisors the convenience of anytime, anywhere access to the network with a consistent user experience across all devices;
- Provides a communication platform for students and personal advisors to stay connected, as well as a single storage area for PAN documentation and resources.

The purpose of this guide is to provide clear, concise instructions on how to use Chronus from a personal advisor perspective, including how to login, create a Chronus profile, send a message to your student(s), schedule meetings and download the Chronus app on your mobile device.

Please add no-reply@chronus.com to your safe senders/approved sender list so that you do not miss any important notifications from Chronus.

2. Getting started

1. You will have now received an email inviting you to register as a personal advisor on Chronus. Please click the link in this email and complete the online application form. If you have not received this email, please contact the [PAN Support Team](#).

Powered by Chronus Login Contact Administrator

Join As

☒ **Advisor**
We invite you to join the PAN as a personal advisor if you are a UQ staff member or have a formal UQ affiliation.

Personal advisors are academics, clinicians and/or researchers in the field of medicine or who have experience in working with medical students. Personal advisors are based in Australia, preferably Queensland, so that students have the opportunity to meet with them face-to-face.

☐ **Medical Student**
We invite you to join the PAN if you are a Year 1 medical student.

If you are a medical student in Years 2 - 4 and would like to join the PAN, please contact the [PAN Support Team](#) before you apply.

Sign-up options

STUDENT & STAFF Login


Please use your My.UQ Username to ensure you can access the full functionality of this platform! If you use a personal email account you will miss out on some handy features.


STUDENT & STAFF Login

OR

UQ Alumni and External Login

Non University Users - Please use your email to access this program

 **Email**

 **LinkedIn**

uq.edu.au email users click on 'STUDENT & STAFF Login'

Queensland Health (health.qld.gov.au) or Gmail/Outlook/Yahoo/other email users click on 'Email'

2. Please enter your email address and the captcha. Instructions to join the network will be sent to this email address.

Sign up with Email

Please enter your **email address** and the **captcha** in the fields below. We will send instructions to join the program to the email address you provide.

1. Enter your email

Email

This email will be used for all correspondence in the program.
Note: If you are a UQ student or staff member please ensure you use your current UQ email address linked to SSO.

BSCJKP

Code Verification

Type the characters you see in the picture

2. Verify code

3. Click 'Continue'


Continue

UQ MD Personal Advisor Network – Chronus user guide for personal advisors

5

- Once you have received this email, click 'Complete Sign Up' or copy and paste the link provided in your browser.

Complete signing-up for the UQ MD Personal Advisor Network

 UQ MD Personal Advisor Network <no-reply@chronus.com>
To: You



UQ MD Personal Advisor Network

Thank you for your interest in joining the UQ MD Personal Advisor Network (PAN) as a personal advisor. To finish signing-up, click on the button below.

1. Click 'Complete Sign Up'

[Complete Sign Up →](#)

If the link above does not work, copy and paste the following link in your browser:

[https://mentoring.app.uq.edu.au/p/p12/membership_requests/new?](https://mentoring.app.uq.edu.au/p/p12/membership_requests/new?roles%5B%5D=mentor&signup_code=e7a1f8770affdf48f59d65a447e809d3d01bf77)

[roles%5B%5D=mentor&signup_code=e7a1f8770affdf48f59d65a447e809d3d01bf77](https://mentoring.app.uq.edu.au/p/p12/membership_requests/new?roles%5B%5D=mentor&signup_code=e7a1f8770affdf48f59d65a447e809d3d01bf77)

Please note: In order to complete the sign-up process, you will be required to agree to the Chronus terms and conditions. Chronus securely stores information on servers in Australia and is used across UQ for many other mentoring programs. The University is satisfied that the software provider is compliant with the Australian Acceptable Use Policy and privacy standards. If you do not wish to accept these terms or if you have any questions, please contact the [PAN Support Team](#).

4. Please complete the registration form, create a password and submit your application. You can edit your profile any time after signing up.

Powered by Chronus [Login](#) [Contact Administrator](#)

UQ MD Personal Advisor Network

Welcome to the UQ MD Personal Advisor Network [UQ Mentoring](#)

Please complete the registration form provided below. Fields marked with asterisks (*) are mandatory. You can edit your profile anytime after signing up.

Basic Information

Name *

Email *
This email will be used for all correspondence in the program.
 Note: If you are a UQ student please ensure you nominate your current UQ e-mail address.

Title *

Preferred Name
If your preferred name is different to your first name, please add it here

Contact number *

Gender *

Do you identify as an Aboriginal or Torres Strait Islander person? *
This data is captured for student and personal advisor matching purposes only.

1. Enter your first and last name

2. Complete profile questions

Please note:

- Those questions marked with an asterisk (“**”) are mandatory. This information allows us to create more effective mentor matches that better satisfy the needs of our students.
- The only information on your Chronus profile that will be visible to your student(s) will be your title, first name, last name, preferred name and email. Your answers to all other questions will not be visible to your student(s) and are only used by administrators for matching purposes.
- Please use the preferred name section to indicate how you wish to be addressed by students, e.g. by first name, Dr, Professor, etc.
- Your email will be used for all correspondence in the program. Please ensure that you provide an email that is consistently monitored and advise us if your contact details change.
- Your contact number is collected for administration purposes only and will not be provided/visible to your student(s).

5. In order to complete the Chronus sign-up process, you will be required to **agree to the Chronus terms and conditions**.

Chronus securely stores information on servers in Australia and is used across the University for many other mentoring programs. The University is satisfied that the software provider is compliant with the Australian Acceptable Use Policy and privacy standards.

If you do not wish to accept these terms, or if you have questions about this page, please urgently contact the [PAN Support Team](#).

Powered by Chronus Login Contact Administrator

UQ Employee number (if known)

Add your 7 digit UQ employee number in the following format: 1234567

Organisational Unit *

Select one option.

Current work address suburb *

Are you medically qualified (MBBS/MD or equivalent)? *

Are you currently registered with AHPRA? *

Are you currently undertaking research? *

Terms and Conditions

Chronus Terms & Conditions *

I acknowledge that information (including personal information) that I enter into the Chronus mentoring portal is subject to **Chronus' Privacy Policy** (and not UQ's Privacy Policy). I agree to such a transfer of my personal information and to comply with **Chronus' Acceptable Use Policy**.

Password *

Minimum 8 characters

☐ By clicking "Submit" you are indicating that you have read and agreed to the **Acceptable Use Policy**. You are also indicating that you have read the **Privacy Notice** which also contains information on our use of cookies.

3. Accept terms and conditions

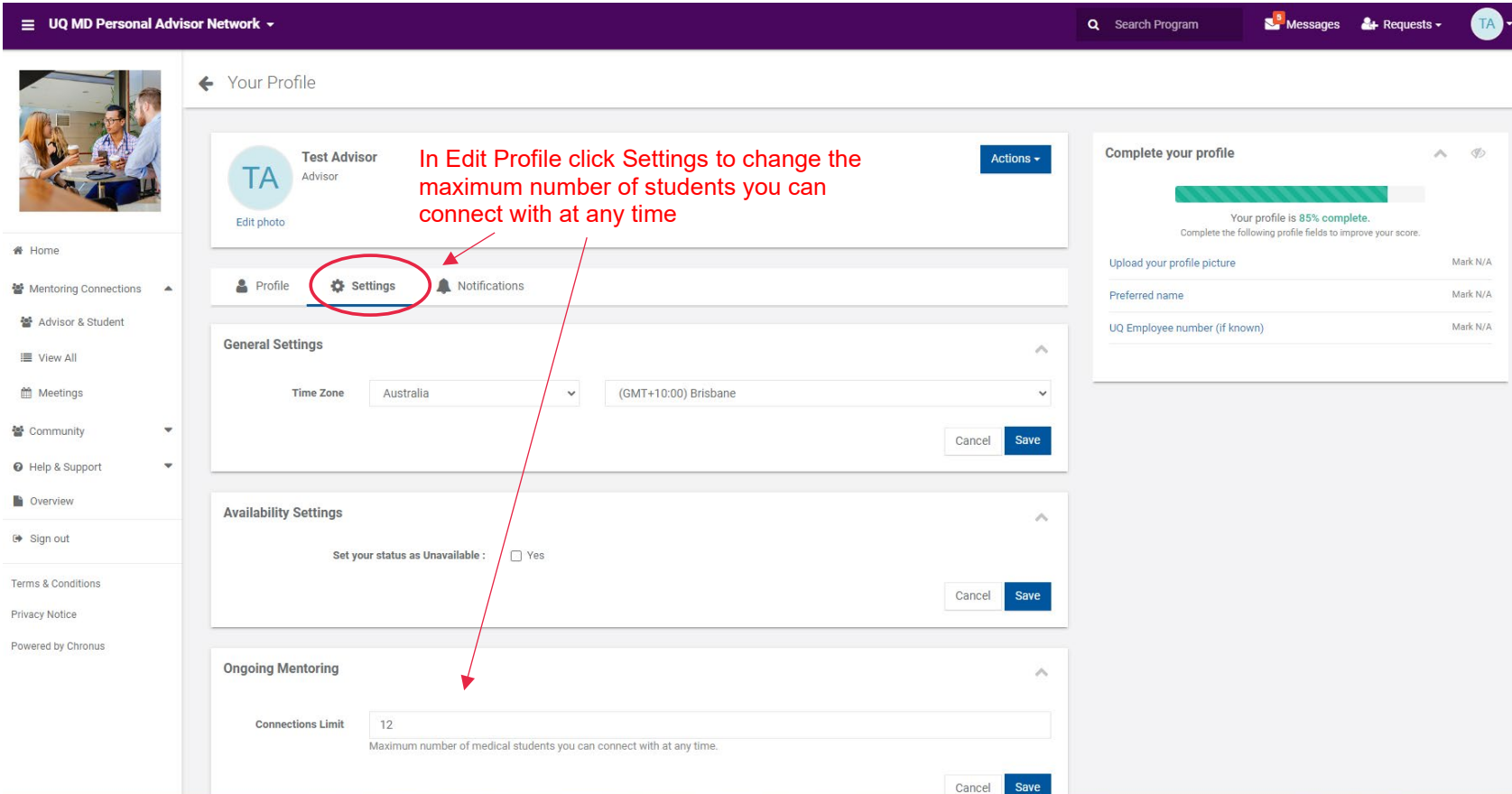
4. Create password and re-type to confirm

5. Click to confirm agreement

6. Click 'Submit'

Once you have submitted your application, you will receive an email confirming that it has been received.

6. Once your application has been accepted, you will receive another email welcoming you to the PAN. If you have not already been prompted to do so during the sign-up process, **on the 'Home' page click 'Edit Profile' and go into 'Settings' to set the maximum number of students you would like to connect with at any time.** See **5. Personal advisor profile** for further instructions. Personal advisors will typically have responsibility for one to three students from each year group, although some personal advisors may choose to have up to four students from a year group, with a maximum of 12 students across all four years.



UQ MD Personal Advisor Network

Search Program Messages Requests TA

Your Profile

Test Advisor Advisor
Edit photo

Settings

General Settings

Time Zone: Australia (GMT+10:00) Brisbane

Cancel Save

Availability Settings

Set your status as Unavailable: ☐ Yes

Cancel Save

Ongoing Mentoring

Connections Limit: 12
Maximum number of medical students you can connect with at any time.

Cancel Save

Complete your profile

Your profile is 85% complete.
Complete the following profile fields to improve your score.

Upload your profile picture Mark N/A

Preferred name Mark N/A

UQ Employee number (if known) Mark N/A

7. You can **upload a photo** of yourself if you wish. Having a photo on your profile will help when you first meet your student(s).
8. Once you have completed the sign-up process, the PAN Support Team will be in contact with you to provide you with training and resources, and connect you with your allocated student(s) in due course. You will receive email correspondence confirming your connection(s) and the new connection(s) will be visible on your Chronus 'Home' page.

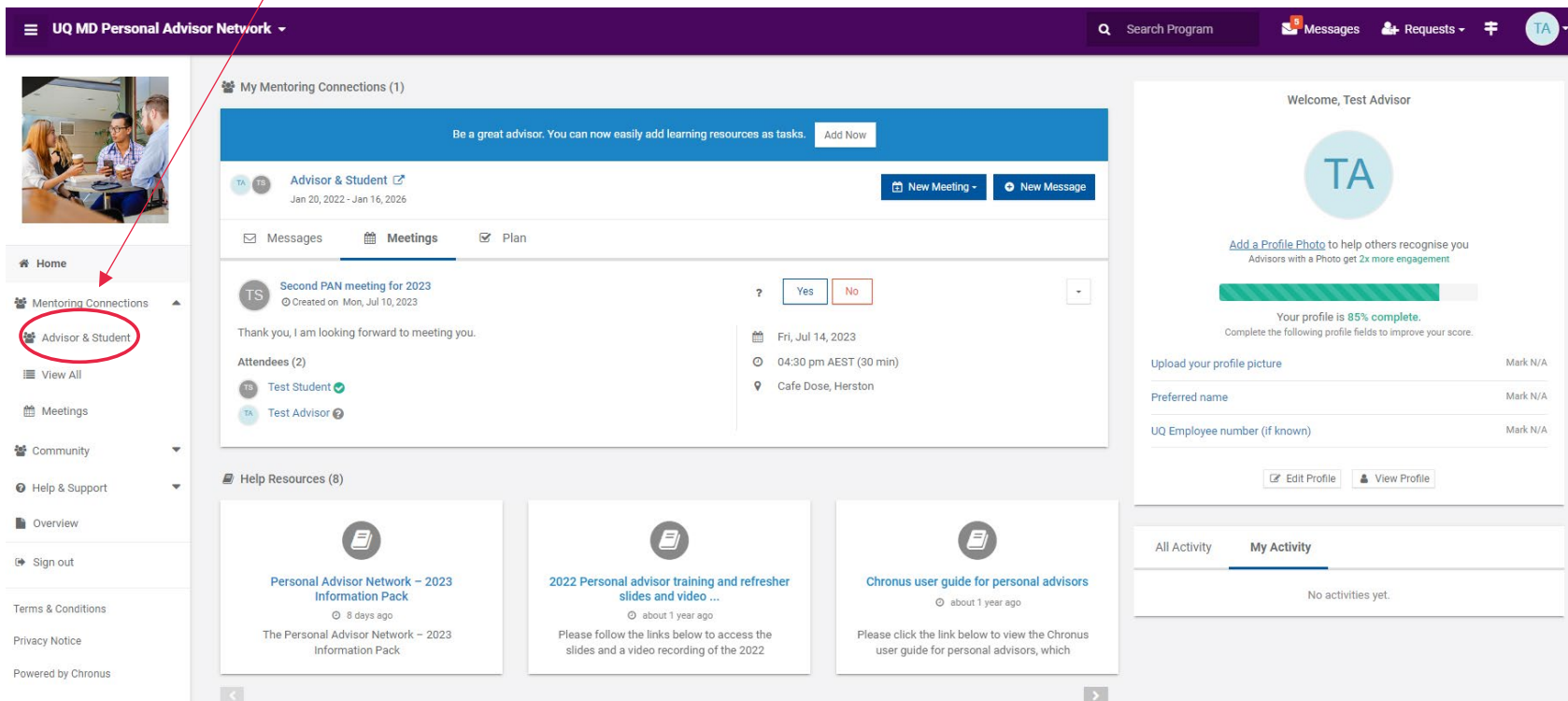
You are now signed up as a personal advisor on Chronus. Thank you!

3. Chronus on your desktop

To access Chronus on your desktop, follow the instructions below:

1. Follow this link: <https://mentoring.app.uq.edu.au/p/p12/session/new>
2. Login using your institutional or private email address aligned to your registered PAN profile
 - uq.edu.au email users click on 'STUDENT & STAFF Login'
 - Queensland Health (health.qld.gov.au) or Gmail/Outlook/Yahoo/other email users click 'Email'
3. Once you have logged in, your desktop will look like this:

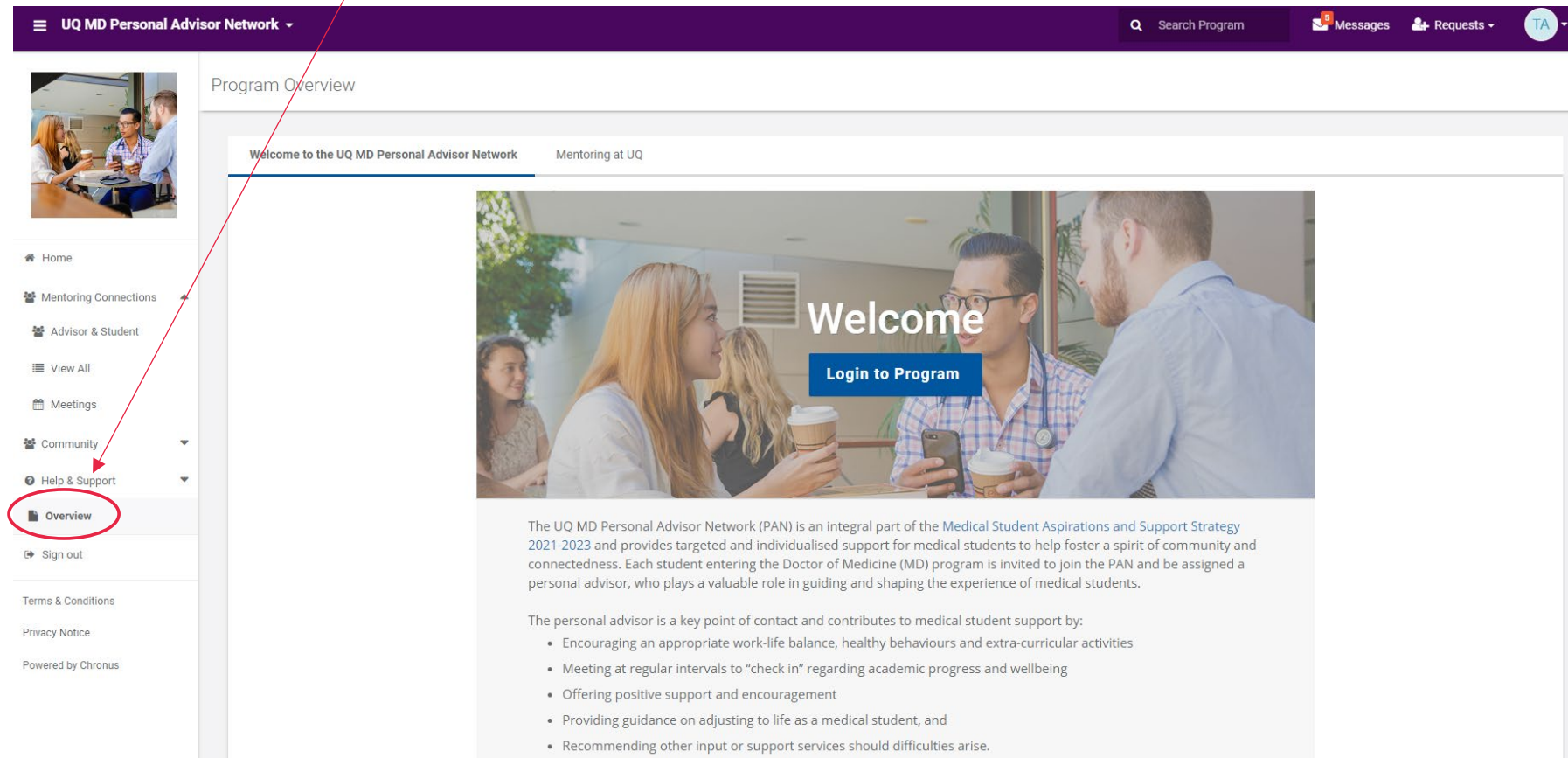
Your student connections are listed here under Mentoring Connections



4. Overview

You can view information about the PAN on the Overview page.

Click Overview



UQ MD Personal Advisor Network

Search Program

Messages

Requests

TA

Program Overview

Welcome to the UQ MD Personal Advisor Network

Mentoring at UQ

Welcome

Login to Program

The UQ MD Personal Advisor Network (PAN) is an integral part of the Medical Student Aspirations and Support Strategy 2021-2023 and provides targeted and individualised support for medical students to help foster a spirit of community and connectedness. Each student entering the Doctor of Medicine (MD) program is invited to join the PAN and be assigned a personal advisor, who plays a valuable role in guiding and shaping the experience of medical students.

The personal advisor is a key point of contact and contributes to medical student support by:

- Encouraging an appropriate work-life balance, healthy behaviours and extra-curricular activities
- Meeting at regular intervals to "check in" regarding academic progress and wellbeing
- Offering positive support and encouragement
- Providing guidance on adjusting to life as a medical student, and
- Recommending other input or support services should difficulties arise.

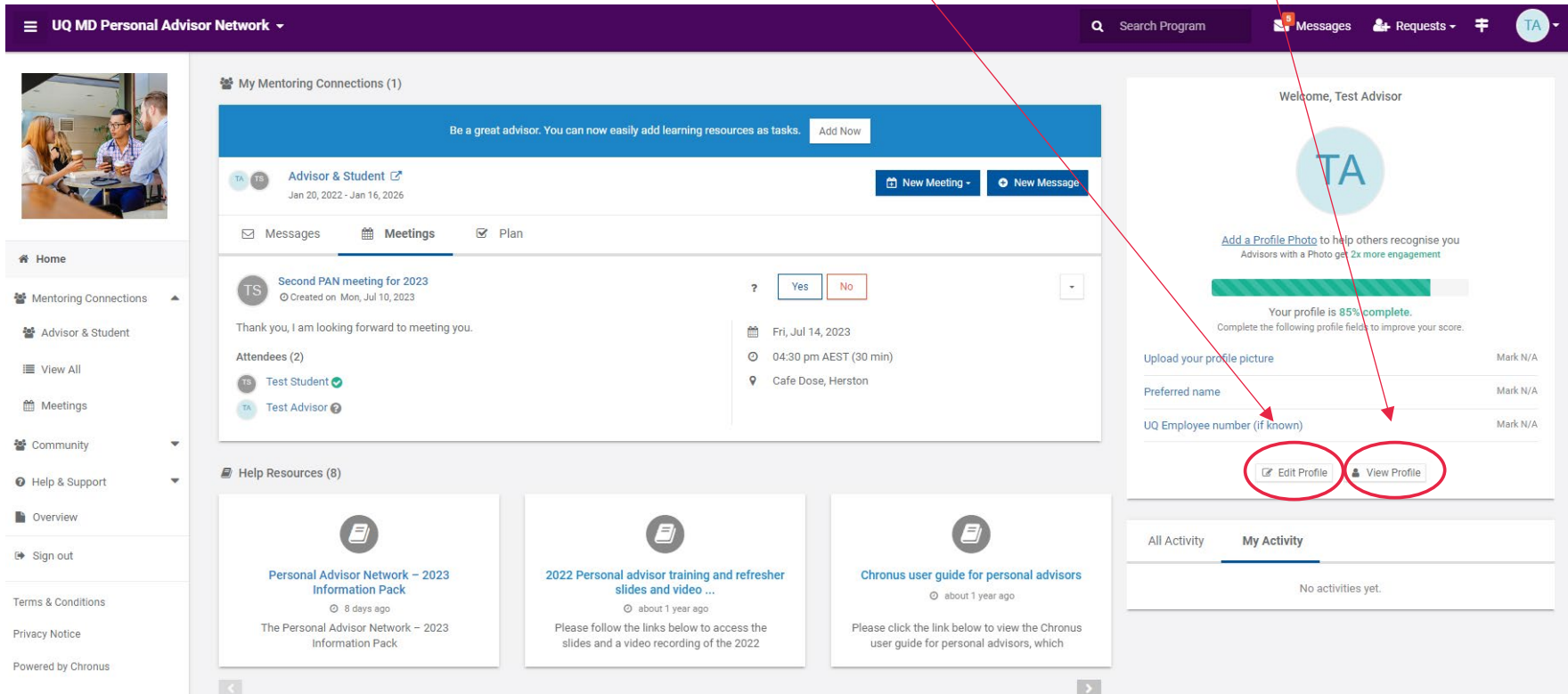
Note: If you are on your mobile device, select More to access the Overview page.

5. Personal advisor profile

You can view and edit your Chronus profile information at any time.

On the Home page click **Edit Profile** to edit your profile information

Click **View Profile** to view your profile information



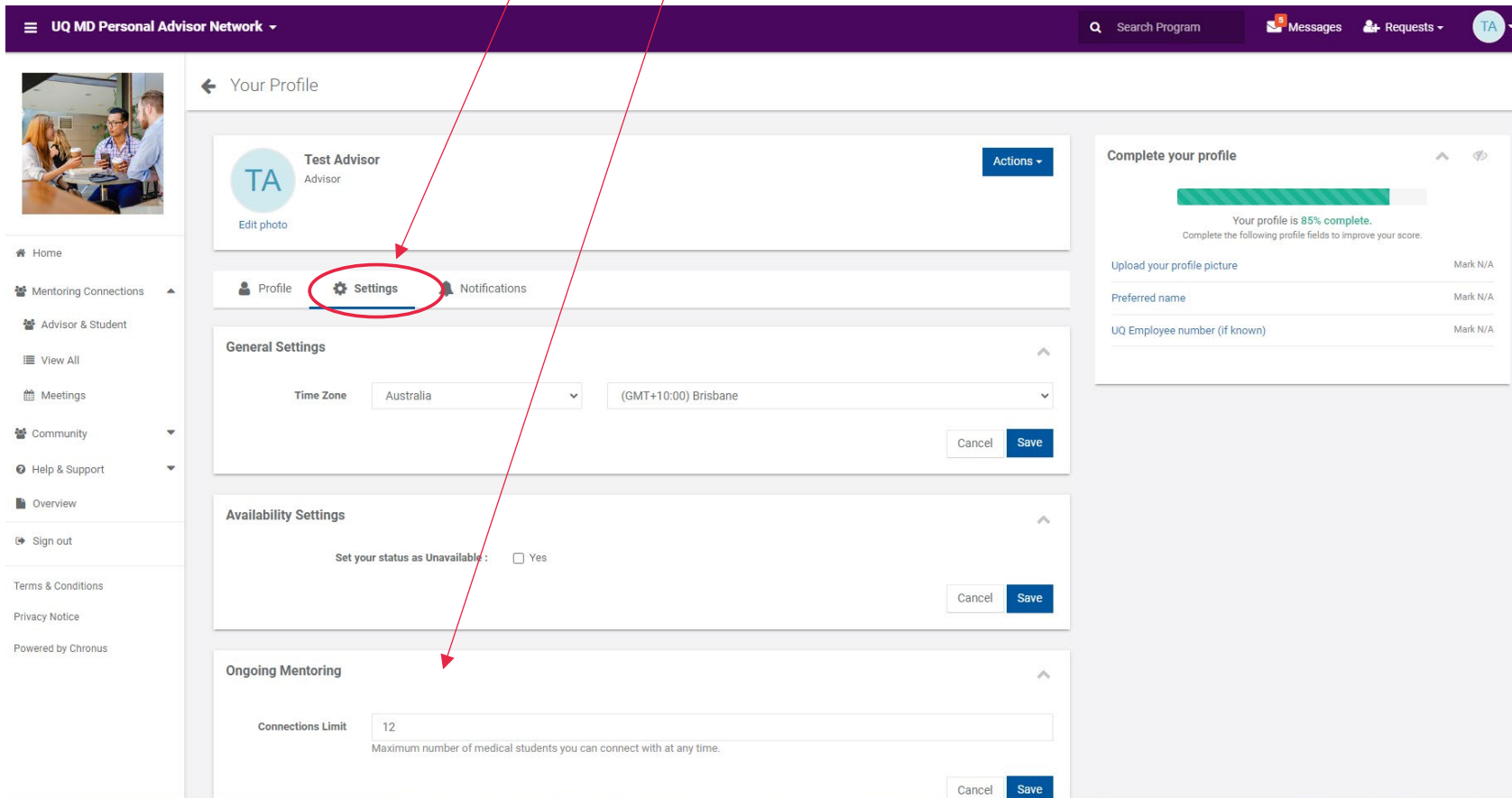
The screenshot displays the UQ MD Personal Advisor Network interface. On the left is a navigation menu with options: Home, Mentoring Connections, Advisor & Student, View All, Meetings, Community, Help & Support, Overview, Sign out, Terms & Conditions, Privacy Notice, and Powered by Chronus. The main content area is titled 'My Mentoring Connections (1)' and shows a connection with 'Test Student' from Jan 20, 2022, to Jan 16, 2026. It includes buttons for 'New Meeting' and 'New Message'. Below this, there's a section for a 'Second PAN meeting for 2023' with details like date (Fri, Jul 14, 2023), time (04:30 pm AEST (30 min)), and location (Cafe Dose, Herston). The 'Attendees' list includes 'Test Student' and 'Test Advisor'. At the bottom, there are three 'Help Resources' cards: 'Personal Advisor Network – 2023 Information Pack', '2022 Personal advisor training and refresher slides and video ...', and 'Chronus user guide for personal advisors'. On the right, a sidebar titled 'Welcome, Test Advisor' shows a profile completion progress bar at 85%. It lists fields to be completed: 'Upload your profile picture', 'Preferred name', and 'UQ Employee number (if known)'. At the bottom of the sidebar, the 'Edit Profile' and 'View Profile' buttons are circled in red, with red arrows pointing to them from the instructional text above.

Note: If you are on your mobile device, select More and Account to view and edit your profile information.

5.1 Settings

You can set the maximum number of students you would like to connect with at any one time in Settings.

In Edit Profile click Settings to change the maximum number of students you can connect with at any time



UQ MD Personal Advisor Network

Search Program Messages Requests TA

Your Profile

TA Test Advisor Advisor Actions

Edit photo

Profile **Settings** Notifications

General Settings

Time Zone Australia (GMT+10:00) Brisbane Cancel Save

Availability Settings

Set your status as Unavailable: ☐ Yes Cancel Save

Ongoing Mentoring

Connections Limit 12
Maximum number of medical students you can connect with at any time. Cancel Save

Complete your profile

Your profile is 85% complete.
Complete the following profile fields to improve your score.

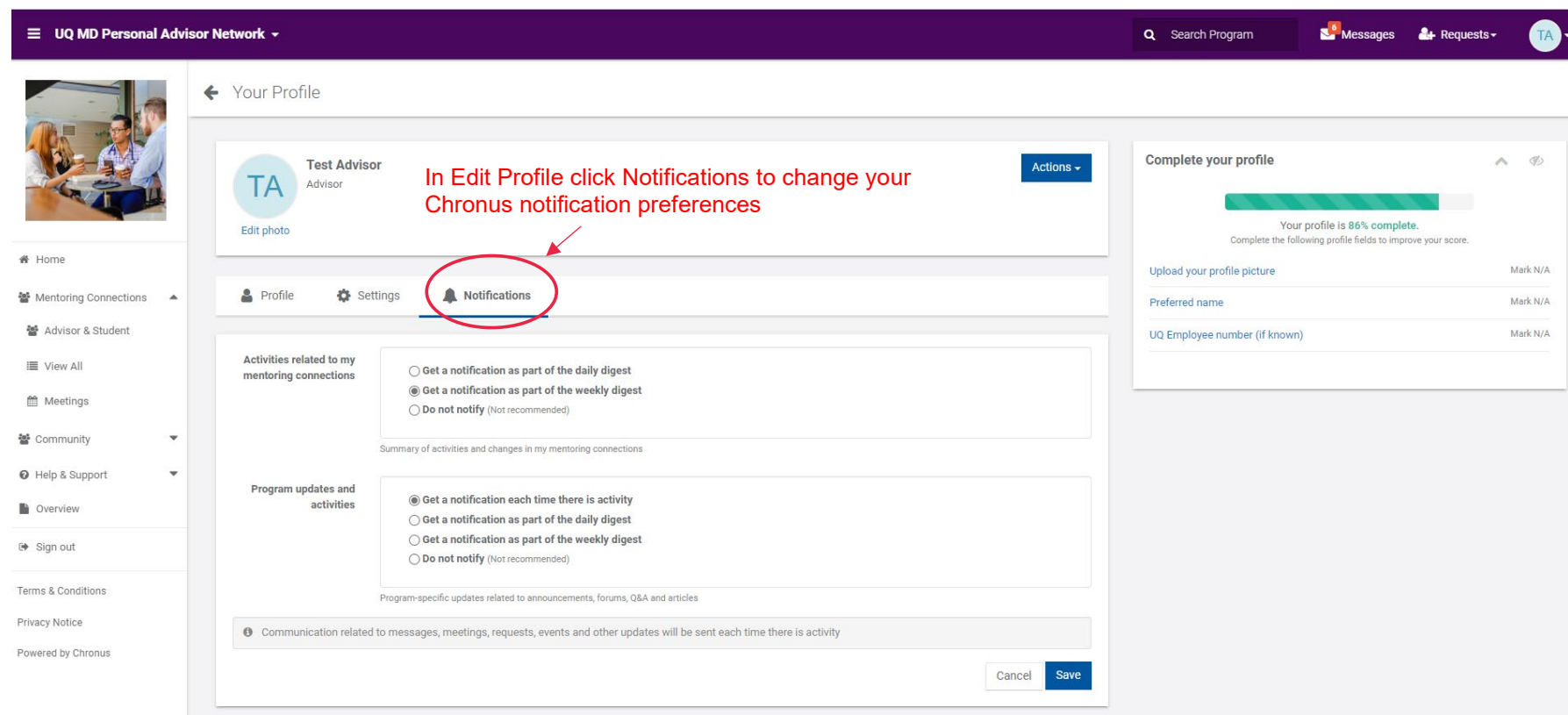
Upload your profile picture Mark N/A

Preferred name Mark N/A

UQ Employee number (if known) Mark N/A

5.2 Notifications

You may choose to change your Chronus notification preferences; however, we would recommend that you do not change these settings as you may miss important notifications in relation to your PAN connection.



UQ MD Personal Advisor Network

Search Program Messages Requests TA

Your Profile

Test Advisor
Advisor
Edit photo

Actions

Profile Settings Notifications

Activities related to my mentoring connections

- ☐ Get a notification as part of the daily digest
- ☒ Get a notification as part of the weekly digest
- ☐ Do not notify (Not recommended)

Summary of activities and changes in my mentoring connections

Program updates and activities

- ☒ Get a notification each time there is activity
- ☐ Get a notification as part of the daily digest
- ☐ Get a notification as part of the weekly digest
- ☐ Do not notify (Not recommended)

Program-specific updates related to announcements, forums, Q&A and articles

Communication related to messages, meetings, requests, events and other updates will be sent each time there is activity

Cancel Save

Complete your profile

Your profile is 86% complete.
Complete the following profile fields to improve your score.

Upload your profile picture Mark N/A

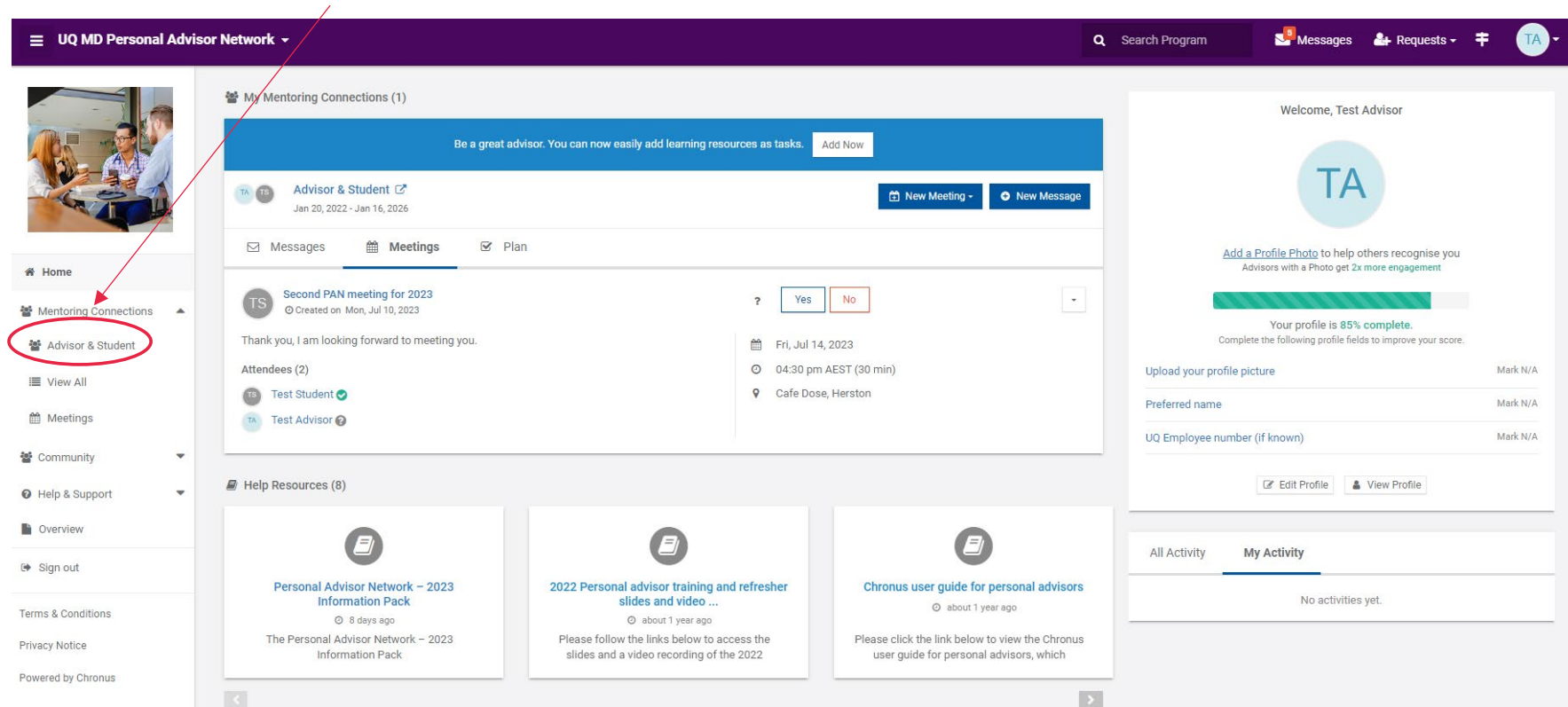
Preferred name Mark N/A

UQ Employee number (if known) Mark N/A

6. Student profile

You can find out your student's first name, last name, preferred name, email address, entry pathway and year of program commencement by viewing their profile.

To view your student's profile, on the Home page click on the relevant student connection. Note: If you are advising more than one student, click View All to view all of your connections at once.



The screenshot displays the UQ MD Personal Advisor Network interface. The left sidebar contains a navigation menu with the following items: Home, Mentoring Connections, **Advisor & Student** (highlighted with a red circle and a red arrow), View All, Meetings, Community, Help & Support, Overview, Sign out, Terms & Conditions, Privacy Notice, and Powered by Chronus. The main content area is titled 'My Mentoring Connections (1)' and features a blue header with the text 'Be a great advisor. You can now easily add learning resources as tasks.' and an 'Add Now' button. Below this, there is a section for 'Advisor & Student' with a date range of 'Jan 20, 2022 - Jan 16, 2026' and buttons for 'New Meeting' and 'New Message'. The 'Meetings' tab is active, showing a meeting titled 'Second PAN meeting for 2023' created on 'Mon, Jul 10, 2023'. The meeting details include a confirmation prompt 'Thank you, I am looking forward to meeting you.', a date 'Fri, Jul 14, 2023', a time '04:30 pm AEST (30 min)', and a location 'Cafe Dose, Herston'. The attendees list includes 'Test Student' and 'Test Advisor'. Below the meeting details, there are three cards for help resources: 'Personal Advisor Network - 2023 Information Pack' (8 days ago), '2022 Personal advisor training and refresher slides and video ...' (about 1 year ago), and 'Chronus user guide for personal advisors' (about 1 year ago). The right sidebar shows a welcome message 'Welcome, Test Advisor' with a profile picture placeholder 'TA', a progress bar indicating 'Your profile is 85% complete', and fields for 'Upload your profile picture', 'Preferred name', and 'UQ Employee number (if known)'. At the bottom, there are buttons for 'Edit Profile' and 'View Profile', and a section for 'My Activity' showing 'No activities yet.'

UQ MD Personal Advisor Network

Search Program Messages Requests TA

TA TS Advisor & Student

Plan Messages Meetings

Upcoming Meetings

Showing 1 - 1 of 1

Second PAN meeting for 2023
Created on Mon, Jul 10, 2023

Thank you, I am looking forward to meeting you.

Attendees (2)

TS Test Student

TA Test Advisor

Yes No

Fri, Jul 14, 2023

04:30 pm AEST (30 min)

Cafe Dose, Herston

Add New Meeting

Add Learning Resources

You can now easily add learning resources as tasks. This provides a great learning experience for your medical students

Add Now

Members (2)

Advisor (1)

Medical Student (1)

Test Student

Journal

New Message Add Meeting

Click on the student's name and their profile will appear

Student profile

Note: If you are on your mobile device, select the student's profile photo to view their profile information.

UQ MD Personal Advisor Network

Search Program Messages Requests TA

Test Student's Profile

TS Test Student
Medical Student
Member since October 2019

Connect

Basic Information

Email
uqtestemail@gmail.com

Preferred name
Not Specified

Program
UQ MD Onshore (domestic)

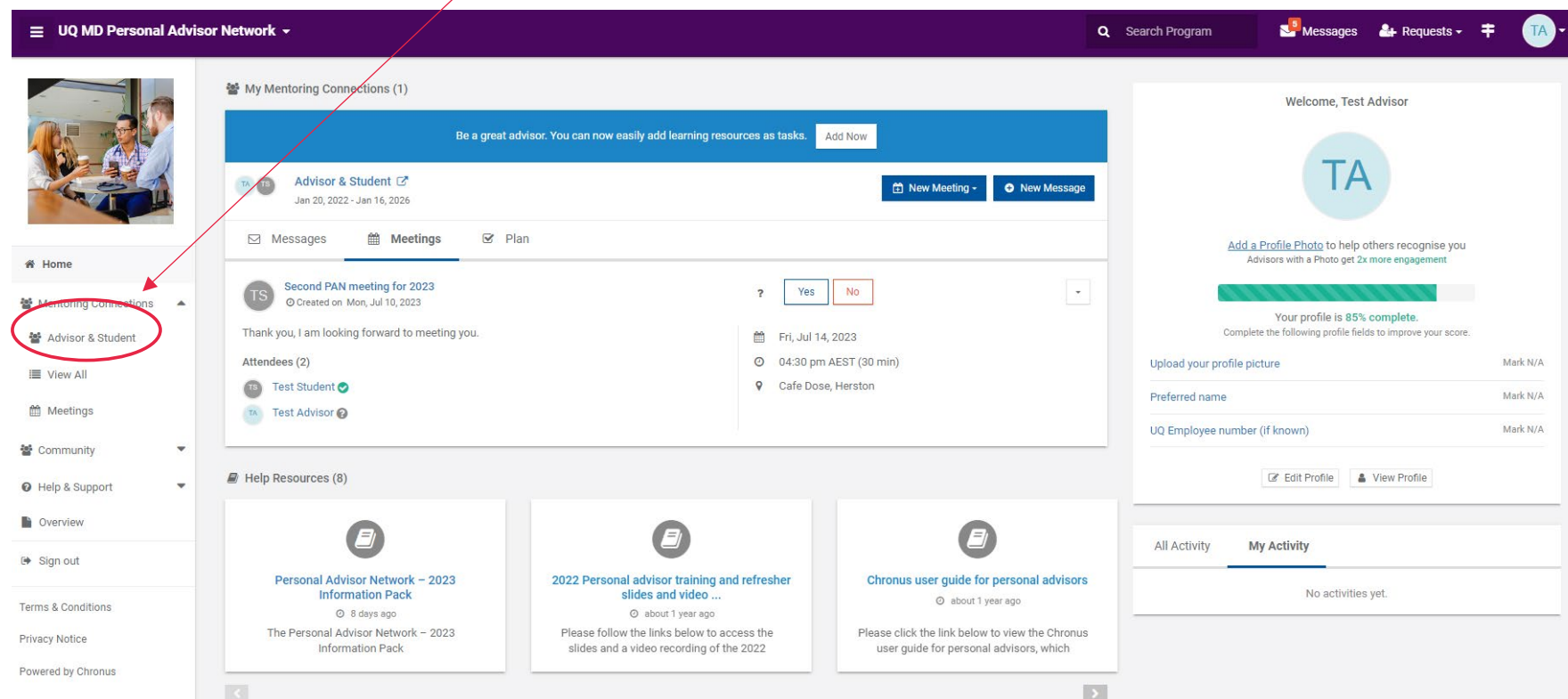
Year of program commencement
2019

Home Mentoring Connections Advisor & Student View All Meetings Community Help & Support Overview Sign out

7. Plan

In response to feedback, contact points are no longer scheduled. Students and personal advisors are encouraged to keep in contact via Chronus or another communication channel such as email and meet at times that are suitable for them. We recommend that students and personal advisors meet around three times each year. You can create and schedule your own contact points using the Add New Task button in Chronus by following the instructions below.

On the Home page click on the relevant student connection



The screenshot displays the UQ MD Personal Advisor Network interface. The left-hand navigation menu includes links for Home, Mentoring Connections, Advisor & Student, View All, Meetings, Community, Help & Support, Overview, Sign out, Terms & Conditions, Privacy Notice, and Powered by Chronus. The 'Advisor & Student' link is circled in red, with a red arrow pointing to it from the text 'On the Home page click on the relevant student connection'. The main content area shows a mentoring connection for 'Test Student' and 'Test Advisor' with details about a meeting. The right-hand panel shows a profile completion progress bar at 85%.

Click on Plan

UQ MD Personal Advisor Network

Search Program Messages Requests TA

Advisor & Student

Add Meeting New Message

Plan Messages Meetings Journal

View Tasks: By Milestones, Assigned to all Add Milestone

Scheduled Contact Points

Students are encouraged to make contact with their personal advisor three to four times each year.

Contact in 2023

Contact in 2023

Add New Task

Learning Resources

Members (2)

Advisor (1)

Medical Student (1)

Upcoming Meetings

No upcoming meetings. Add New Meeting Log Past Meeting

Click Add New Task to create and schedule your own contact points or tasks

Plan Messages Meetings Journal

View Tasks: By Milestones, Assigned to all Add Milestone

Scheduled Contact Points

Students are encouraged to make contact with their personal advisor three to four times each year.

Contact in 2023

Contact in 2023

Task Add task...

Description

Assign To Test Advisor

Due Date

Cancel Save Task

Enter the task details, assign the task to yourself or your student and click Save Task


UQ MD Personal Advisor Network

Search Program

Messages

Requests

TA



Advisor & Student

Add Meeting

New Message

Home

Mentoring Connections

Advisor & Student

View All

Meetings

Community

Help & Support

Overview

Sign out

Terms & Conditions

Privacy Notice

Powered by Chronus

View Tasks: By Milestones, Assigned to all

Add Milestone

Scheduled Contact Points

Students are encouraged to make contact with their personal advisor three to four times each year.

TA

Contact in 2023

TS

Contact in 2023

Add New Task

Contact in 2023

Students and personal advisors are encouraged to keep in contact via Chronus or another communication channel such as email and meet at times that are suitable for them. We recommend that students and personal advisors meet around three times each year.

It is the student's responsibility to ini

... show more »

TA

Test Advisor

Scheduled Contact Points

No Comments Yet.

New comment

Click Contact in 2023 for further information about contact points in 2023

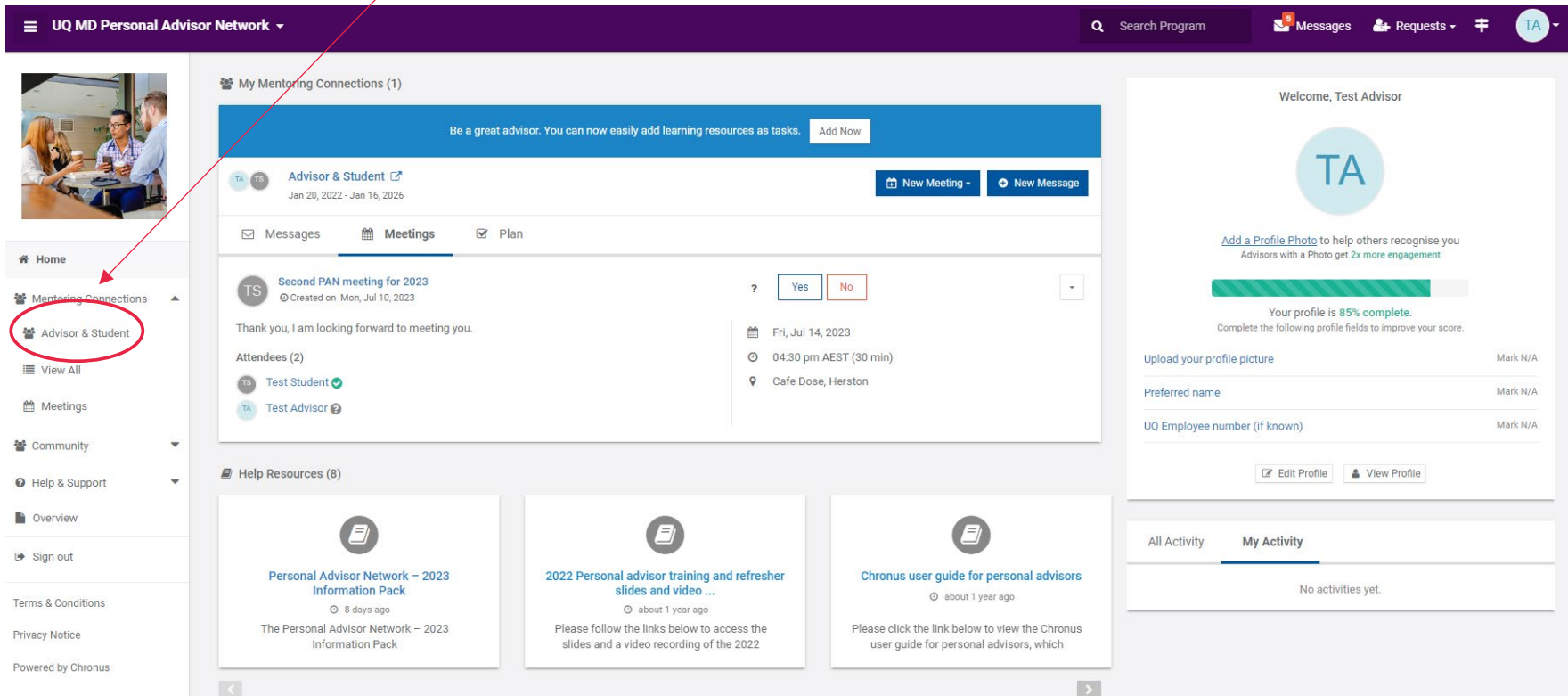
UQ MD Personal Advisor Network – Chronus user guide for personal advisors

21

8. Messages

We would encourage you to contact your allocated student(s) via Chronus message.

On the Home page click on the relevant student connection



The screenshot displays the UQ MD Personal Advisor Network interface. The left-hand navigation menu includes links for Home, Mentoring Connections, Advisor & Student (highlighted with a red circle and a red arrow), View All, Meetings, Community, Help & Support, Overview, Sign out, Terms & Conditions, Privacy Notice, and Powered by Chronus. The main content area is titled 'My Mentoring Connections (1)' and features a blue header with the text 'Be a great advisor. You can now easily add learning resources as tasks.' and an 'Add Now' button. Below this, there is a section for 'Advisor & Student' with a date range of 'Jan 20, 2022 - Jan 16, 2026' and buttons for 'New Meeting' and 'New Message'. The 'Messages' tab is selected, showing a message from 'TS' titled 'Second PAN meeting for 2023' with a 'Yes' or 'No' response option. The message content includes a thank you note and details about the meeting attendees (Test Student and Test Advisor), date (Fri, Jul 14, 2023), time (04:30 pm AEST (30 min)), and location (Cafe Dose, Herston). The right-hand sidebar shows a welcome message for the Test Advisor, a profile completion progress bar (85% complete), and fields for uploading a profile picture, preferred name, and UQ Employee number. The bottom section of the sidebar shows 'All Activity' and 'My Activity' tabs, with 'My Activity' currently selected and showing 'No activities yet.'

UQ MD Personal Advisor Network

Search Program

Messages Requests TA

Plan Messages Meetings

New Message Add Meeting

Journal

Home

Mentoring Connections

Advisor & Student

View All

Meetings

Community

Help & Support

Overview

Sign out

Terms & Conditions

Privacy Notice

Powered by Chronus

TA TS Advisor & Student

This is the very beginning of your direct message with Test Student.

Tuesday, January 14th

TA Test Advisor • 7:10 PM
Subject: Test message
Test

Saturday, January 9th

TA Test Advisor • 5:47 PM
Hi, Just checking in to see how your exams went.

Tuesday, August 31st

TA Test Advisor • 4:45 PM
Hi, we are due to meet. Please let me know what day would suit you. Looking forward to hearing from you!

TS Test Student • 4:47 PM
Hi, thank you for your email, it's great to hear from you! Would next Monday at 2pm work for you?

Please enter your message here...

Browse

Send

Add Learning Resources

You can now easily add learning resources as tasks. This provides a great learning experience for your medical students

Add Now

Members (2)

Advisor (1)

Medical Student (1)

Upcoming Meetings

Second PAN meeting for 2023

Friday, July 14, 2023, 04:30 pm AEST (30 min)

Yes No

Add New Meeting Log Past Meeting See all »

Quick links

Edit Mentoring Connection Name and Picture

Export Mentoring Connection

Manage Notification Settings

Click on Messages

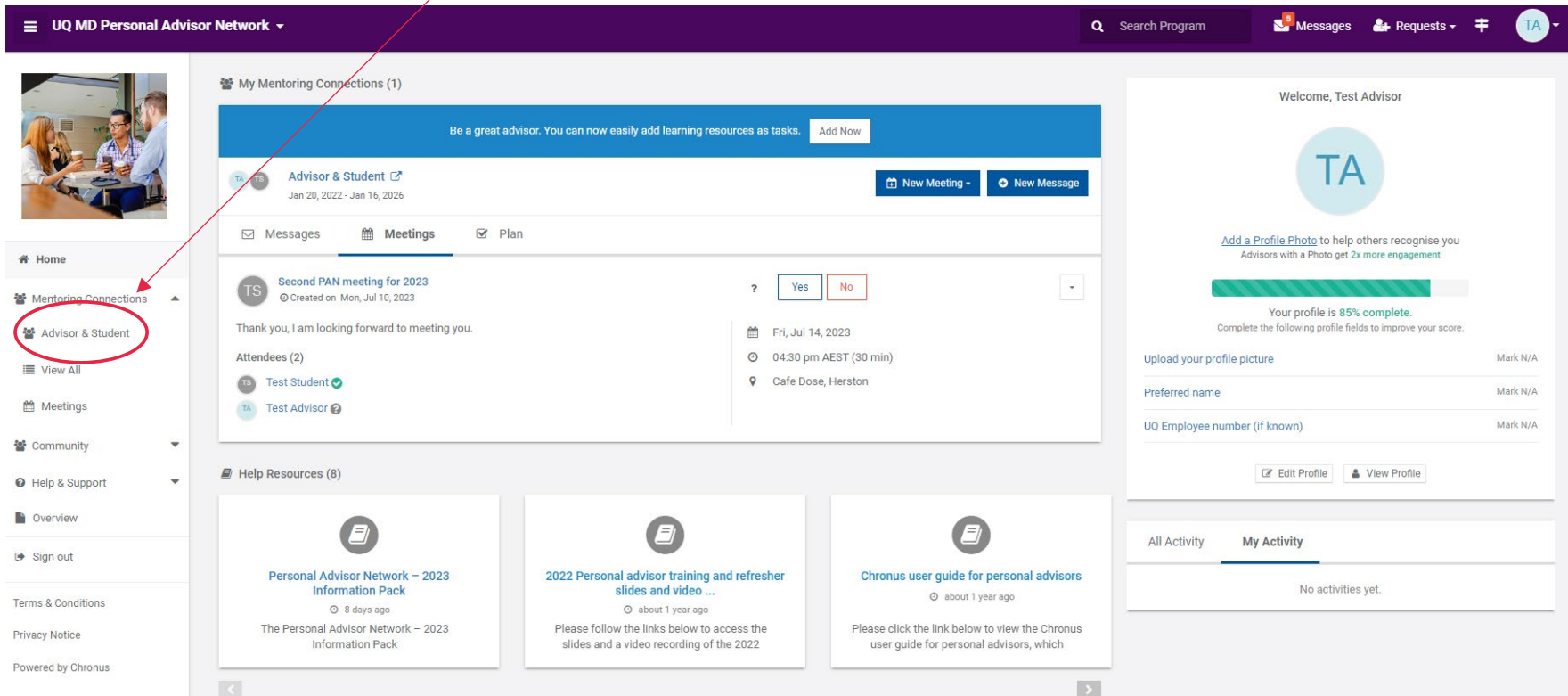
View previous messages between you and your student here

Write a new message to your student and click Send

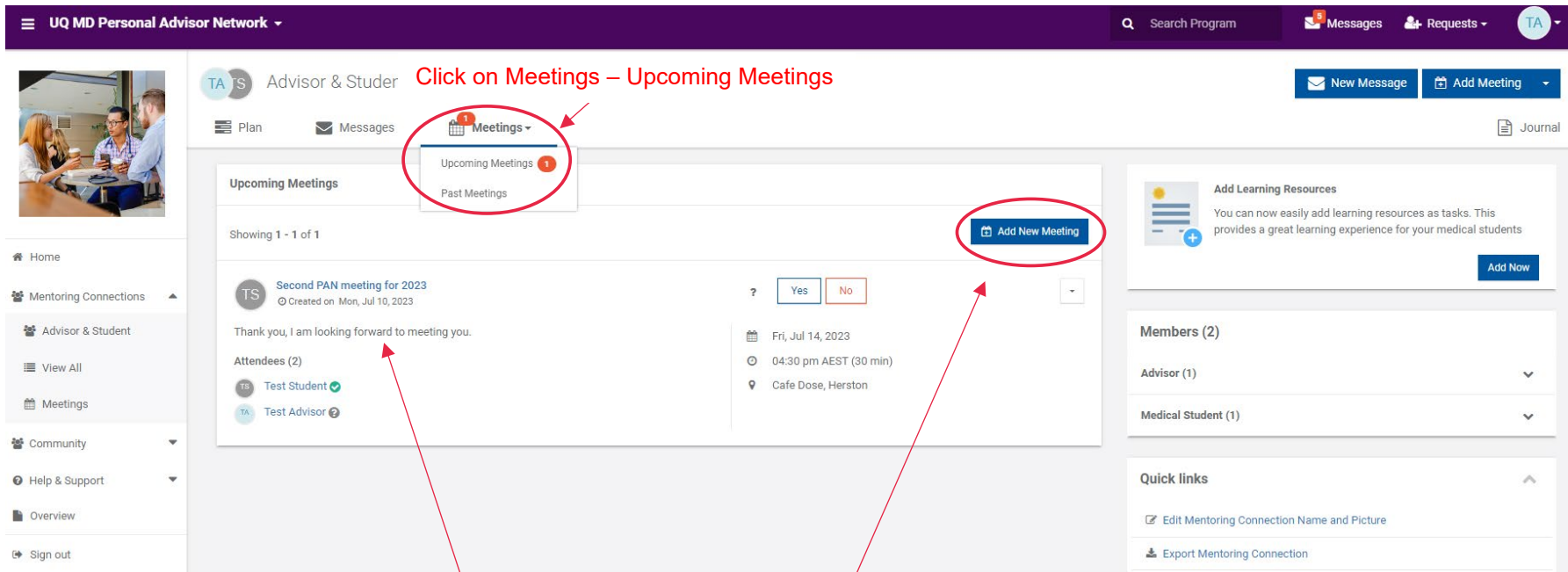
9. Meetings

You can schedule meetings with your allocated student(s) via Chronus. You can also view upcoming meetings and view and log past meetings with your student(s) for your records.

On the Home page click on the relevant student connection



To schedule new meetings:

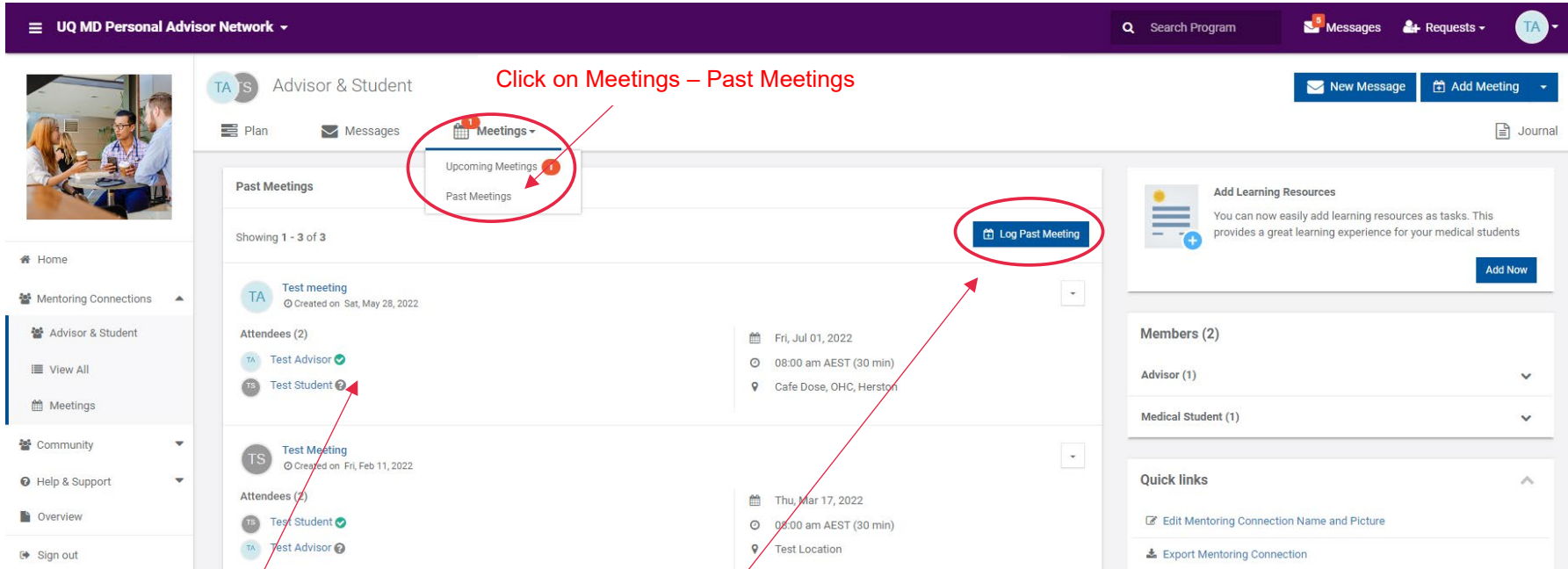


The screenshot shows the UQ MD Personal Advisor Network interface. The top navigation bar includes a search bar, 'Messages', 'Requests', and a user profile icon. The left sidebar contains navigation links: Home, Mentoring Connections, Advisor & Student, View All, Meetings, Community, Help & Support, Overview, and Sign out. The main content area displays the 'Upcoming Meetings' section for a specific advisor and student. A red circle highlights the 'Meetings' dropdown menu, which has 'Upcoming Meetings' and 'Past Meetings' options. Another red circle highlights the 'Add New Meeting' button. A third red circle highlights the meeting details, including the title 'Second PAN meeting for 2023', the date 'Fri, Jul 14, 2023', the time '04:30 pm AEST (30 min)', and the location 'Cafe Dose, Herston'. The attendees list shows 'Test Student' and 'Test Advisor'.

View upcoming meetings here

Click Add New Meeting to schedule a new meeting

To view and record past meetings:



The screenshot shows the UQ MD Personal Advisor Network interface. The top navigation bar includes a hamburger menu, 'UQ MD Personal Advisor Network', a search bar, and links for Messages, Requests, and a user profile. The left sidebar contains a navigation menu with options like Home, Mentoring Connections, Advisor & Student, View All, Meetings, Community, Help & Support, Overview, and Sign out. The main content area is titled 'Advisor & Student' and features a 'Meetings' dropdown menu. The 'Past Meetings' section is active, displaying a list of meetings. The first meeting, 'Test meeting', is highlighted. The 'Log Past Meeting' button is circled in red. The 'Members' section on the right shows two members: Advisor (1) and Medical Student (1). The 'Quick links' section at the bottom right provides links to edit mentoring connection details and export the connection.

Click on Meetings – Past Meetings

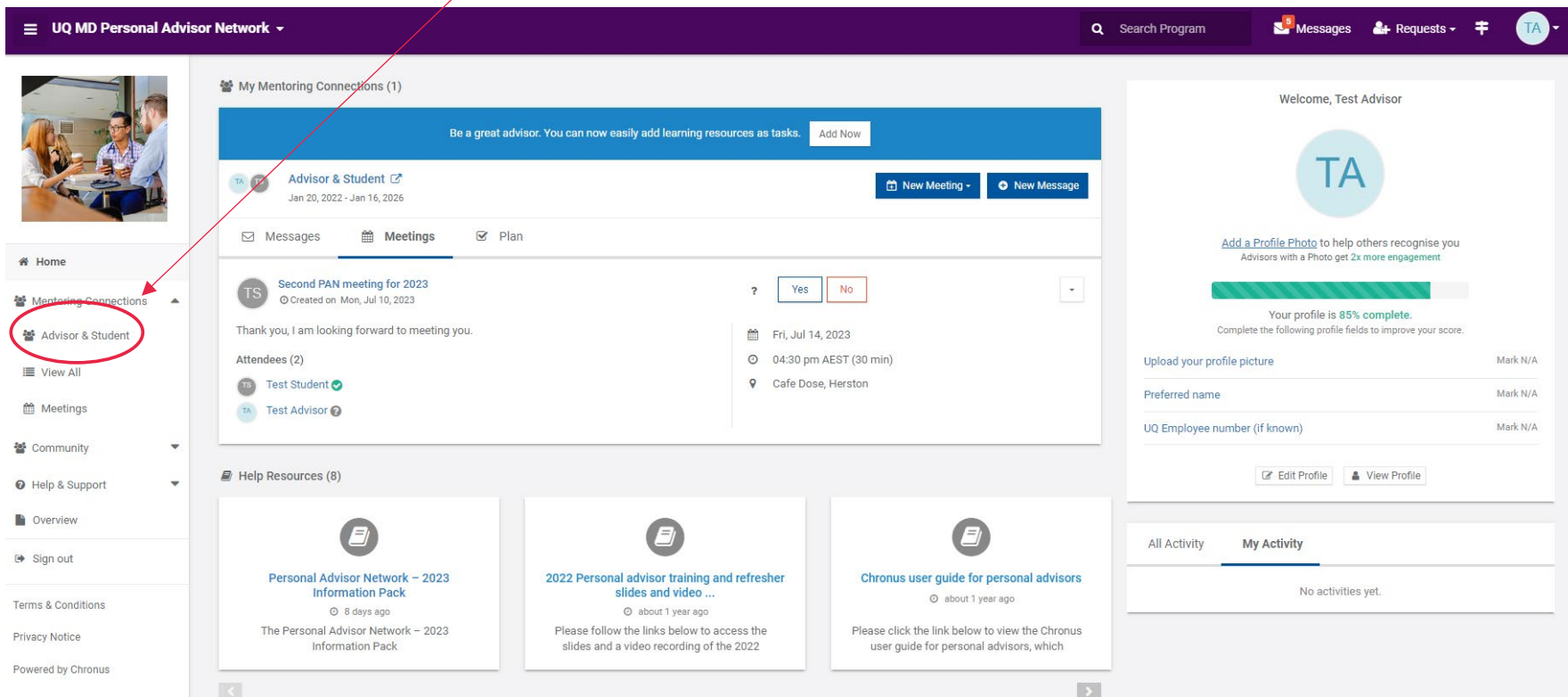
View past meetings here

Click Log Past Meeting to record a previous meeting

10. Journal

The Journal is a space where you can record personal notes, which no one will have access to.

On the Home page click on the relevant student connection



UQ MD Personal Advisor Network

Search Program

Messages Requests

Welcome, Test Advisor

TA

Add a Profile Photo to help others recognise you
Advisors with a Photo get 2x more engagement

Your profile is 85% complete.
Complete the following profile fields to improve your score.

Upload your profile picture Mark N/A

Preferred name Mark N/A

UQ Employee number (if known) Mark N/A

Edit Profile View Profile

All Activity My Activity

No activities yet.

My Mentoring Connections (1)

Be a great advisor. You can now easily add learning resources as tasks. Add Now

Advisor & Student
Jan 20, 2022 - Jan 16, 2026

New Meeting New Message

Messages Meetings Plan

Second PAN meeting for 2023
Created on Mon, Jul 10, 2023

Thank you, I am looking forward to meeting you.

Attendees (2)

Test Student

Test Advisor

Fri, Jul 14, 2023

04:30 pm AEST (30 min)

Cafe Dose, Herston

Help Resources (8)

Personal Advisor Network - 2023 Information Pack
8 days ago

The Personal Advisor Network - 2023 Information Pack

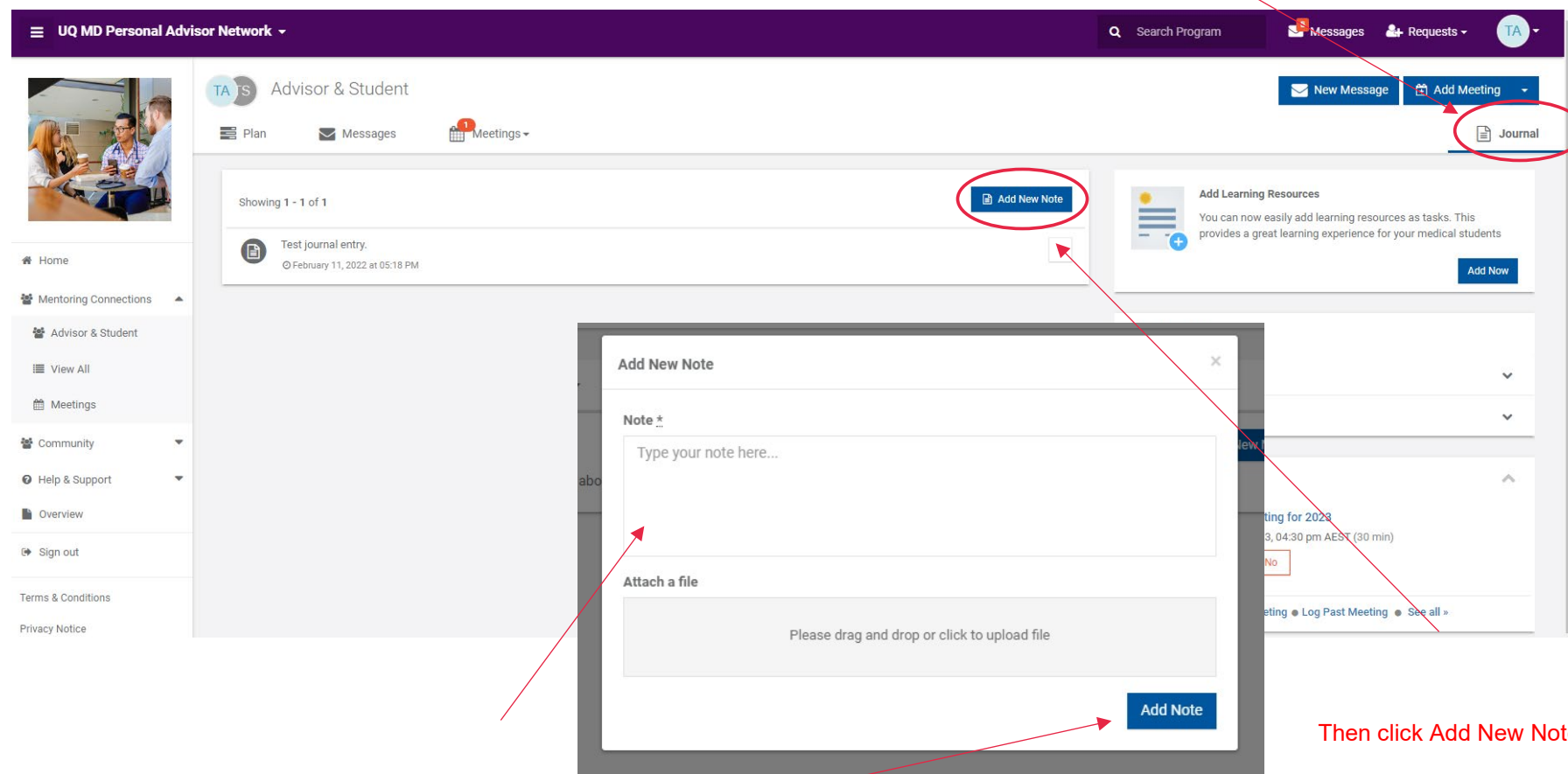
2022 Personal advisor training and refresher slides and video ...
about 1 year ago

Please follow the links below to access the slides and a video recording of the 2022

Chronus user guide for personal advisors
about 1 year ago

Please click the link below to view the Chronus user guide for personal advisors, which

Click on Journal



The screenshot shows the UQ MD Personal Advisor Network interface. The top navigation bar includes a search bar, 'Messages', 'Requests', and a user profile icon. The left sidebar contains navigation links: Home, Mentoring Connections, Advisor & Student (selected), View All, Meetings, Community, Help & Support, Overview, Sign out, Terms & Conditions, and Privacy Notice. The main content area is titled 'Advisor & Student' and shows a 'Test journal entry' from February 11, 2022. A red circle highlights the 'Journal' tab in the top right, and another red circle highlights the 'Add New Note' button. A modal window titled 'Add New Note' is open, showing a text area for the note, a file attachment section, and an 'Add Note' button. Red arrows point from the text instructions to these elements.

Then click Add New Note

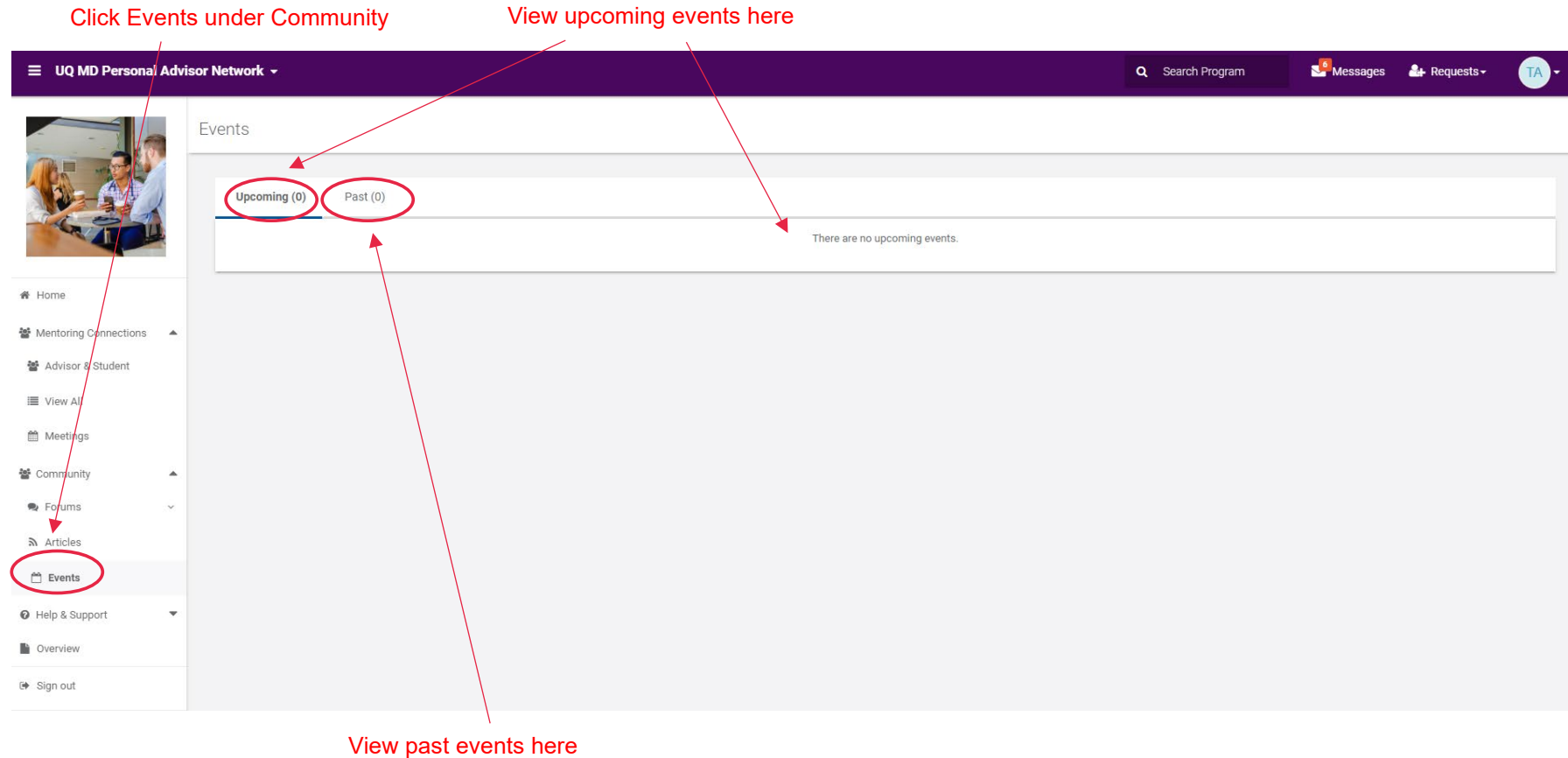
Type your note, attach a file if you wish and click Add Note. You can edit and delete notes as needed.

11. Events

You can view upcoming and past PAN events on Chronus.

Click Events under Community

View upcoming events here



Events

Upcoming (0) Past (0)

There are no upcoming events.

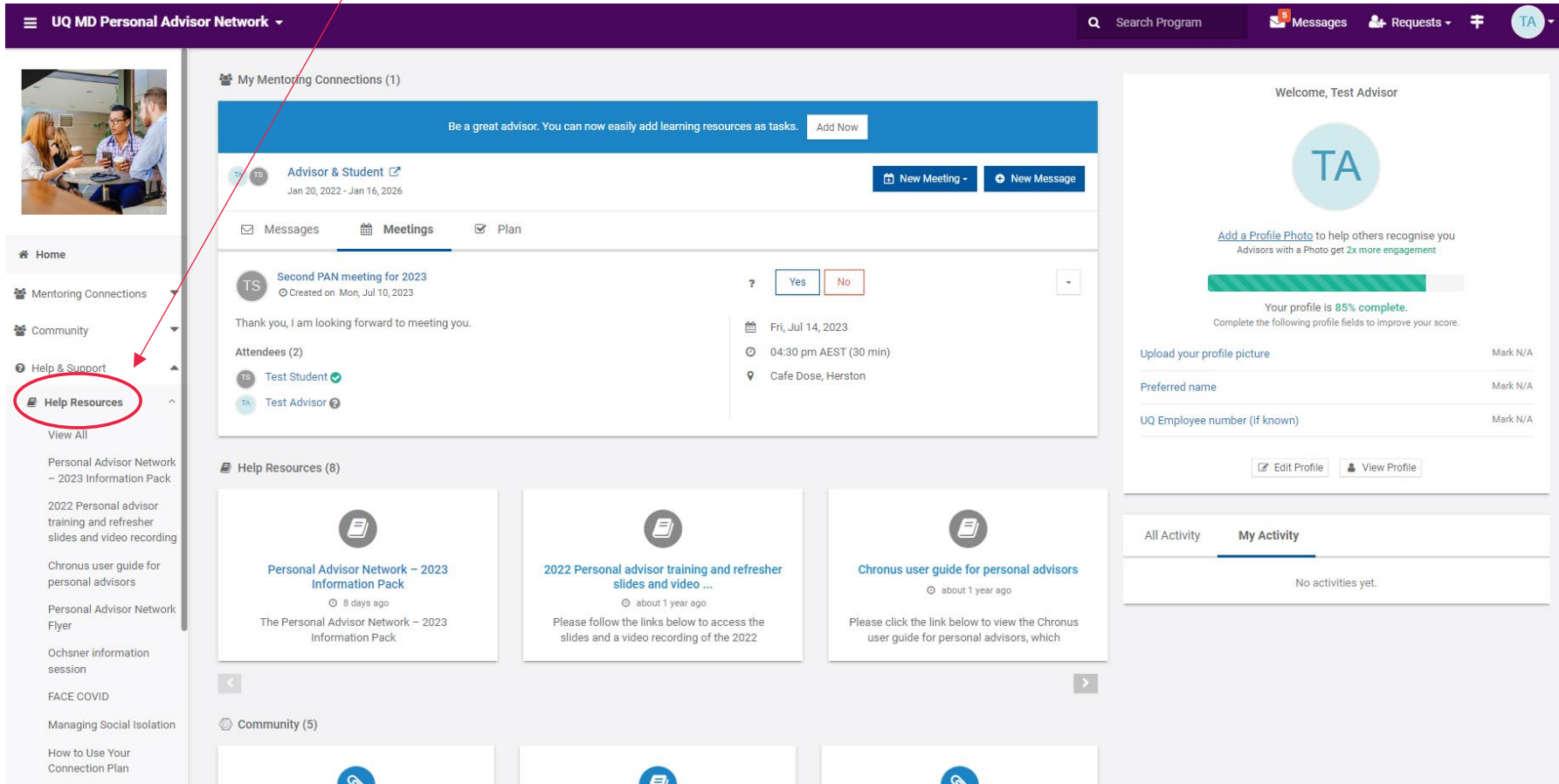
View past events here

Note: If you are on your mobile device, select More and Community to access the Events page.

12. Help Resources

You can view the Chronus user guide, PAN Information Pack and other resources to support your role as a personal advisor on the Help Resources page on Chronus.

Click Help Resources under Help & Support – you can click View All or click on a specific resource to access it directly

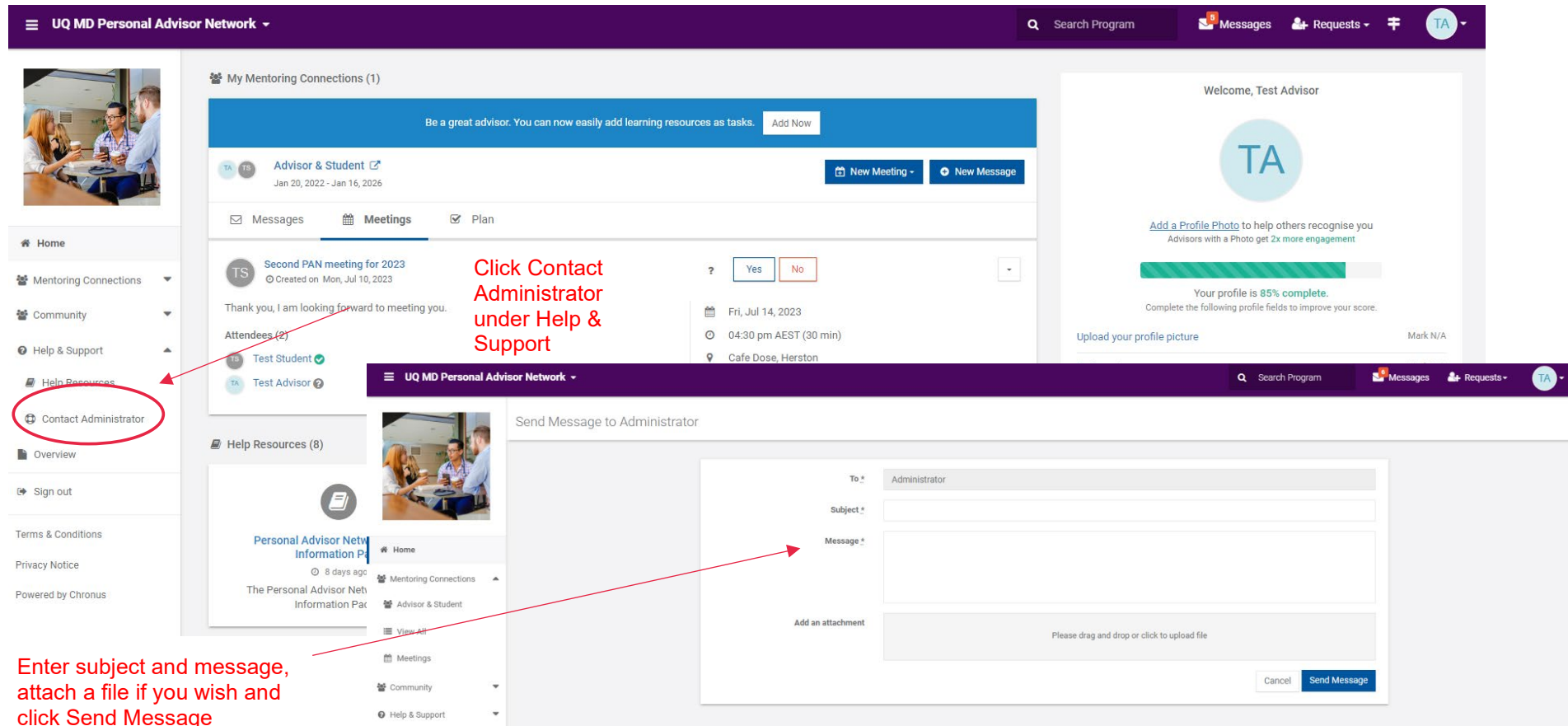


The screenshot displays the UQ MD Personal Advisor Network interface. The left sidebar contains a navigation menu with the following items: Home, Mentoring Connections, Community, Help & Support, and Help Resources (highlighted with a red circle). Below the sidebar, the main content area shows a 'My Mentoring Connections (1)' section with a card for 'Advisor & Student' (Jan 20, 2022 - Jan 16, 2026) and a 'Second PAN meeting for 2023' (Created on Mon, Jul 10, 2023). The 'Help Resources (8)' section displays three cards: 'Personal Advisor Network – 2023 Information Pack' (8 days ago), '2022 Personal advisor training and refresher slides and video ...' (about 1 year ago), and 'Chronus user guide for personal advisors' (about 1 year ago). The right sidebar shows a 'Welcome, Test Advisor' section with a profile picture placeholder, a progress bar indicating 'Your profile is 85% complete', and a list of profile fields to be completed: 'Upload your profile picture', 'Preferred name', and 'UQ Employee number (if known)'. Below this is an 'All Activity' / 'My Activity' section showing 'No activities yet.'

Note: If you are on your mobile device, select More and Help & Support to access the Help Resources page.

13. Chronus support

If you have any questions or concerns regarding Chronus or the PAN, please feel welcome to reach out to the PAN Support Team using the Contact Administrator link in Chronus or via the contact details listed on the [PAN webpage](#).



The screenshot displays the UQ MD Personal Advisor Network interface. On the left sidebar, the 'Contact Administrator' link is circled in red. A red arrow points from this link to a 'Send Message to Administrator' form on the right. The form includes fields for 'To' (pre-filled with 'Administrator'), 'Subject', and 'Message', along with an 'Add an attachment' section. A red arrow also points from the 'Send Message' button in the form to the text below.

Click Contact Administrator under Help & Support

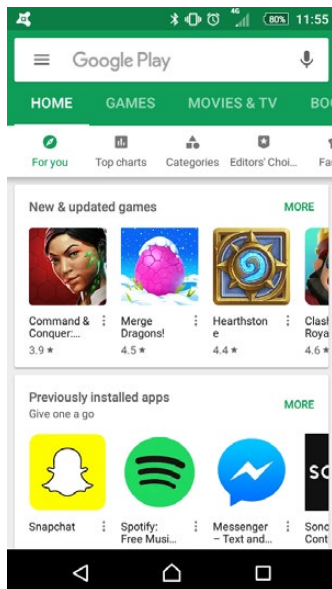
Enter subject and message, attach a file if you wish and click Send Message

Note: If you are on your mobile device, select More to access the Contact Administrator link.

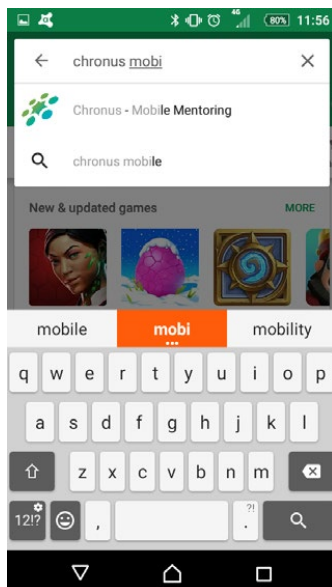
14. Chronus on your mobile device

Follow the instructions below to download the Chronus app on your mobile device.

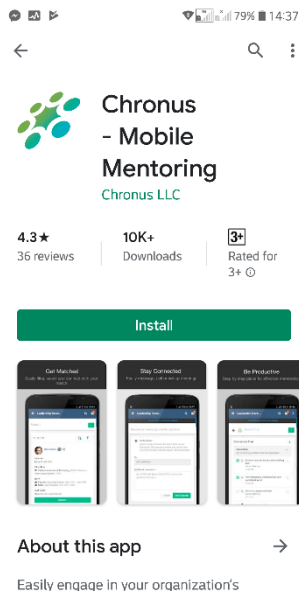
1. On your mobile device, open up your AppStore (Apple) or Google Play (Android).



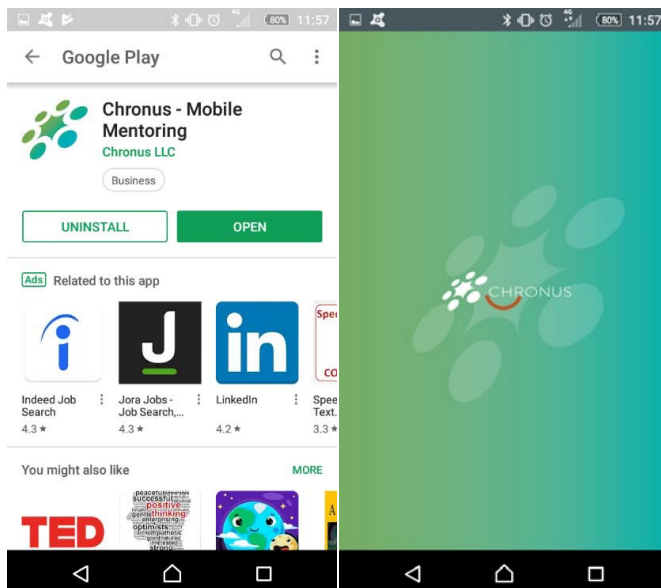
2. In the search bar, enter 'Chronus mobile' and select the 'Chronus Mobile' (Apple) or 'Chronus – Mobile Mentoring' (Android) app.



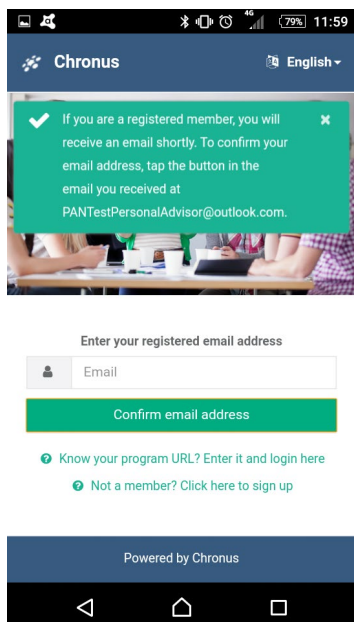
- Click on the green 'Install' button. On Apple products, tap on the blue 'Get' button, and then the green 'Install' button.



- Once the app has installed, click on the 'Open' button (blue for Apple; green for Android). After you have clicked 'Open,' the loading screen appears.



5. When the app opens, enter your institutional or private email address aligned to your registered PAN profile and press the green 'Confirm email address' button. When you have done this, a green message will pop up, asking you to confirm your email address.



6. **Open the email on your mobile device.** Do not try to verify your email using your desktop.
7. From your mobile device, click on the link contained in the email (green button called 'Confirm to login to your program') OR enter the code provided in the email. This is a security process to ensure that the right person is downloading the app. It allows your mobile app to be linked to your Chronus account legitimately and helps to protect your identity. Once you have done this, the Chronus app will automatically open, and you are now registered.

15. Frequently asked questions

Can I change my registered email?

Yes. On the 'Home' page, select 'Edit Profile.' If you are on your mobile device, select 'More,' 'Account' and 'Edit Profile.' Replace the existing email with your new email and click 'Save.'

Note: You will need to use your new email to login to the program with your existing password. This email will be used for all correspondence in the program. Please ensure that you provide an email that is consistently monitored and advise us if your contact details change by emailing the [PAN Support Team](#).

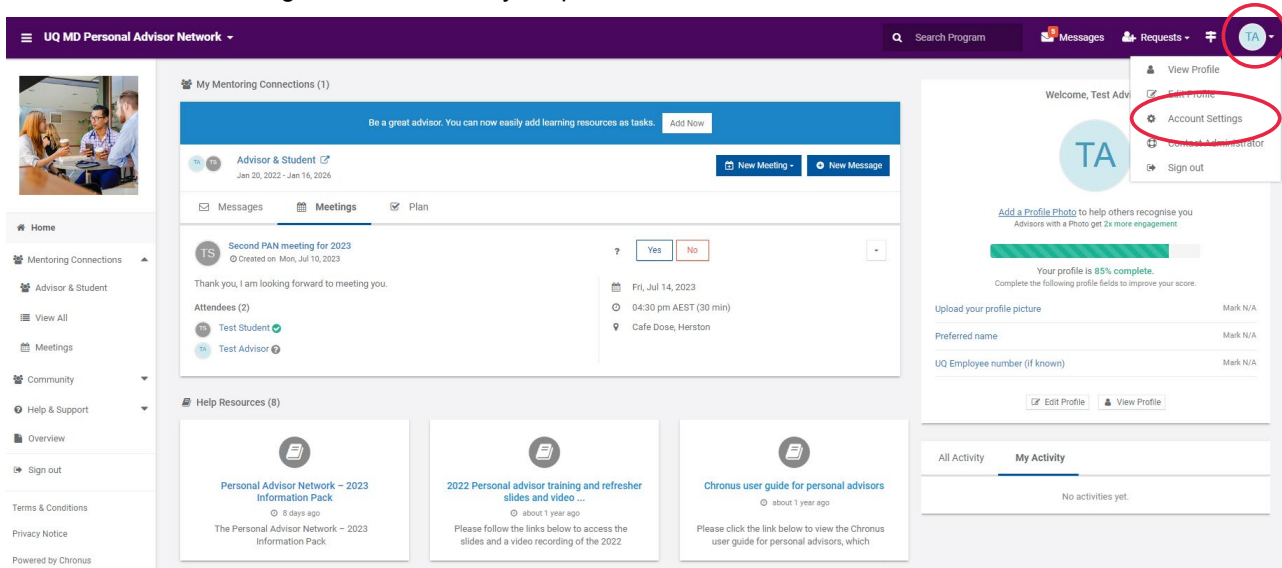
I forgot my password; how can I retrieve it?

On the 'Login' page, click the 'Forgot Password?' link. Enter your registered email and code verification and click the 'Send Instructions' button. Instructions to reset your password will be emailed to you.

How do I change my password?

Click on your initials in the top right corner of the 'Home' page next to 'Requests' and click 'Account Settings' to change your password. If you are on your mobile device, select 'More,' 'Account' and 'Account Settings.'

- Current password – Enter your current password
- New password – Enter the new password (minimum 8 characters)
- Retype new password – Re-type the password again to confirm
- Click the 'Change' button to reset your password.



How do I contact the administrator?

Click the 'Contact Administrator' link on the left-hand side of the page. If you are on your mobile device, select 'More,' 'Help & Support' and 'Contact Administrator.' Enter the 'Subject' and 'Message' and click 'Send Message.'

Note: You will also need to provide your 'Name' and 'Email' if you are not logged into the program.

Can I control the emails I receive from Chronus?

Yes. On the 'Home' page select 'Edit Profile' and click 'Notifications.' If you are on your mobile device, select 'More,' 'Account,' 'Edit Profile' and 'Notifications.'

You can change your email notification settings from here. Choose the relevant option and click 'Save.'

How can I update my profile information?

On the 'Home' page, select 'Edit Profile.' If you are on your mobile device, select 'More,' 'Account' and 'Edit Profile.' Click on each section of the profile to open up and edit the fields. Click the 'Save' button on individual sections to update the section.

Can I reply to a message from my student connection by email?

Yes, you can reply to all messages by email. For messages sent from within the connection activity section, your reply will be posted to your connection activity feed and the recipient will also be notified by email.

Why am I not able to view certain pages on the program?

This may be due to your browser version not being supported. You will need to download the latest version of one of the following browsers to access Chronus:

- Google Chrome
- Mozilla Firefox
- Apple Safari
- Microsoft Edge.

Contact details

PAN Support Team

W medicine.uq.edu.au/personal-advisor-network#6

CRICOS Provider Number 00025B