ATTO Platform User Instructions for students in Clinical Practice

The ATTO platform allows students to register and manage their practice hours or academic activities, facilitating the university's supervision and the validation of hours.

1. Accessing the Platform

Institutional invitation

- You will receive an institutional email with an invitation from ATTO.

- It includes a unique link: "Join your team".

- Check your Spam folder if you do not receive it.

2. Creating the Account

1. Click on the link.

2. Must complete your name, institutional email, and password.

3. Accept the terms and conditions.

4. You will be linked to the PUDCJBR institutional team.

3. Time Entry

Automatic Time Tracking (Clock In / Clock Out)

- Press Clock In when starting.

- Press Clock Out when finishing.

- The system calculates the hours automatically.

- You may add notes about any problems with the platform during the day.

4. Review and validation by the Clinical Practice Coordinator and/or Professor

- Reviews and approves records.

- Approved hours are automatically added.

5. Requirements for proper use of the Atto Platform

- Use only your institutional email (name.lastname@upcjbr.university)

- Record hours daily from the practice sites or as instructed by the professor.

- If you have any difficulties with time entry, you may notify the professor. If authorized, you can request a modification from the institutional account administrator.

For questions regarding to ATTO, you can contact drivera@eeapr.org.

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