



V4 My Requests – Student Workflow

User Manual

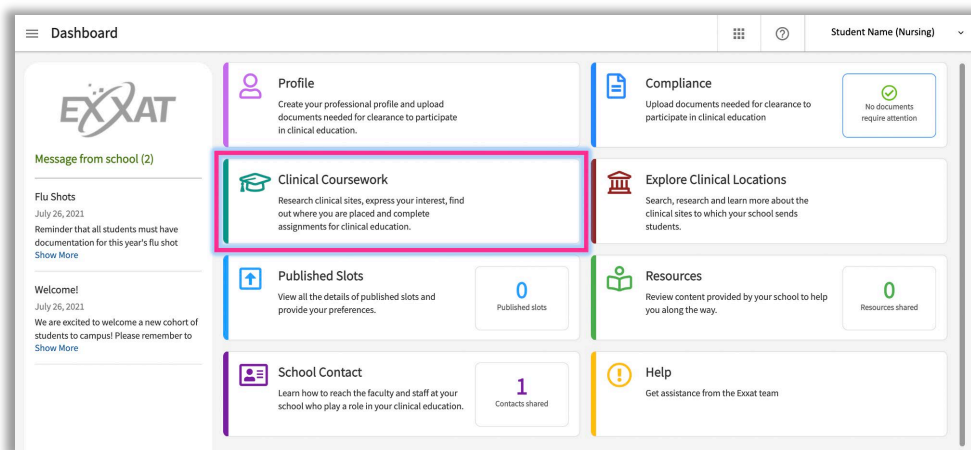
V1.0

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Accessing the System

1. To access Exxat, go to steps.exxat.com
2. After logging in, you'll arrive at the "Dashboard". All items related to completion of your clinical education curriculum, including the ability to initiate a request for placement, are housed within "Clinical Coursework"

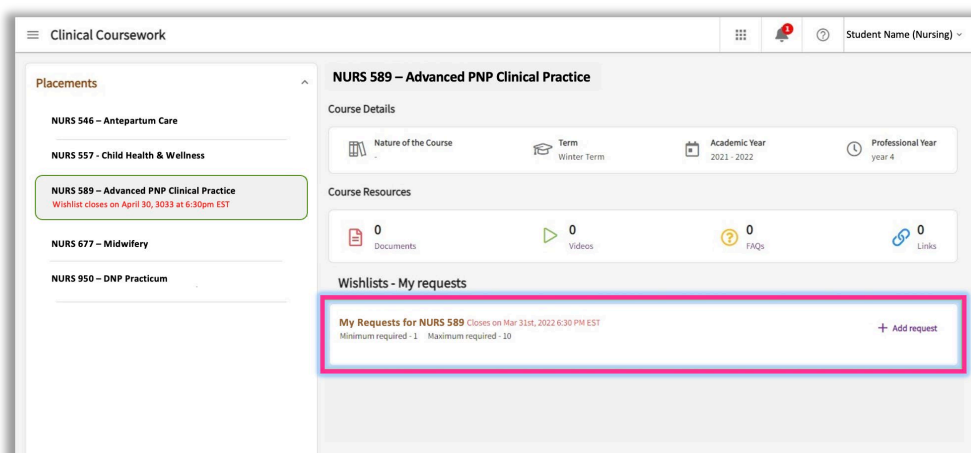


Initiating a Request

- On the clinical coursework page, you will see all clinical courses in which you are enrolled listed on the left.

Select a Course

- For courses where you are able to submit a placement request, you will see the phrase "*Wishlist closes...*" under the course name. This alerts you to the fact that a "Wishlist," for the purposes of collecting your requests, is open and ready for use.
- Please note that dates and times reflected on your clinical coursework page are displayed using the time zone of your school which may be different from the time zone where you are logged in.



Select a course from the left and scroll down to the section marked "Wishlists – My Requests". You

will see a minimum and maximum number of requests that you are able to make for each course. These limits have been set by your school.

Enter the Details of your Request

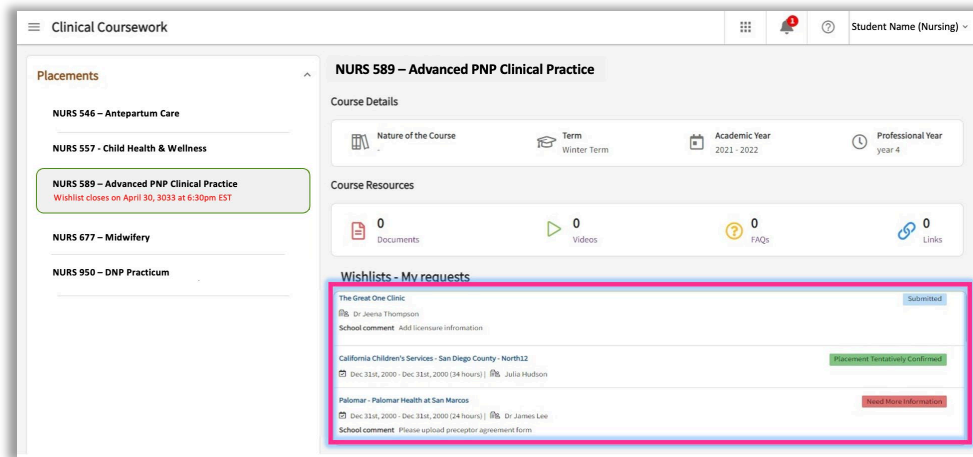
- To initiate a new request click “Add Request.”
- Instructions your school has written to help you in completing this request form are minimized by default but can be viewed by clicking “View Instructions” on the right side of the blue bar at the top of the page .
- The request form contains multiple sections which are also minimized – please note, the sections you see may differ from those in the screenshot below. Click the “ ∨ ” icon to expand each section and enter in the needed details.

Fig 3 – Request Details

- At any time, you may click “**Save**” to save your work to return to it later or click “**Clear All**” to wipe the form clean to allow you to start over.
- Once you have completed the form and reviewed all details to ensure they are accurate, click “**Submit**” to finalize your request and send it to your school.

Staying Up to Date on the Status of Your Requests

- For requests you have begun working on, both those saved and those submitted, you can easily keep track of the status by returning to the “Wishlists – My Request” section of the Clinical Coursework Page. To the left of each request, you’ll see a status tile letting you know where your request is in the process. You will also receive updates by email for status changes.



- These statuses may include the following:
 - **Placement Confirmed:** Your school has completed their review and secured a clinical placement for you with the requested clinical site or preceptor.
 - **Request Not Approved:** Your school has completed their review of your request and will not be able to secured a clinical placement for you with the requested clinical site or preceptor.
 - **Need More Information:** To learn more about the information that is needed, return to the “Wishlists – My Requests” section of your clinical coursework page. The most recent comment will be shown there. To view all comments, click the name of your request to open the form then, at the top, click “View All Comments”.