

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"

\equiv Dashboard		IIII ⑦ Student Name (Nursing)
EXXAT	Profile Create your professional profile and upload documents needed for clearance to participate in clinical education.	Compliance Uplaad documents needed for clearance to participate in clinical education
Message from school (2) Flu Shots July 26, 2021 Reminder that all students must have documentation for this year's flu shot	Clinical Coursework Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education.	Explore Clinical Locations Search, research and learn more about the clinical ates to which your school sends students.
Show More Welcome! July 26,2021 We are excited to welcome a new cohort of students to campus! Please remember to Show More	Published Slots Vew all the details of published slots and provide your preferences.	Review content provided by your school to help you along the way.
	School Contact Learn how to reach the faculty and staff at your school who play a role in your clinical education.	Get assistance from the Excat team

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.

lacements	NURS 589 – Advanced PN	P Clinical Practice		
NURS 546 – Antepartum Care	Course Details			
NURS 557 - Child Health & Wellness	Nature of the Course	Term Winter Term	Academic Year 2021 - 2022	Professional Year year 4
NURS 589 – Advanced PNP Clinical Practice Wishlist closes on April 30, 3033 at 6:30pm EST	Course Resources			
NURS 677 – Midwifery	Documents	D 0 Videos	PAQs	O Links
NURS 950 – DNP Practicum	Wishlists - My requests			
	My Requests for NURS 589 Close Minimum required -1 Maximum require			+ Add request

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.

Clinical Coursework		P	0	Student Name (Nursing) ~
My Request for NURS 969 Rotation NURS 969 [Jun 30, 2022 - Aug 30, 2022]				
No comments added View all comments and add				
			Clear	All Save Submit
Instruction				View Instruction
Basic Information				^
Speciality* Sub-speciality* Duration(hours)*				
Location Information				l.v.
Preceptor Information				•
Additional information for Graduate Nursing Education placement				•
Self Placement Graduate Student Attestation				•
Preceptor Agreement				
	_			

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.

Clinical Coursework			# #	Student Name (Nursing)
Placements	NURS 589 – Advanced PNF	Clinical Practice		
NURS 546 – Antepartum Care	Course Details			
NURS 557 - Child Health & Wellness	Nature of the Course	18 Term Winter Term	Academic Year 2021 - 2022	C Professional Year year 4
NURS 589 – Advanced PNP Clinical Practice Wishlist closes on April 30, 3033 at 6:30pm EST	Course Resources			
NURS 677 – Midwifery	Documents	D 0 Videos	PAQs 0	O Links
NURS 950 – DNP Practicum	Wishlists - My requests			
	The Great One Clinic R. Dr Jeena Thompson School comment Add licensure infromation			Submitted
	California Children's Services - San Diego County			Placement Tentatively Confirmed
	Palomar - Palomar Health at San Marcos Dec 31st, 2000 - Dec 31st, 2000 (24 hours) fi School comment Please upload preceptor agre			Need More Information

- 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".