This guide contains information for tasks pre-licensure students are expected to complete in Exxat. Some tasks you will complete only once or occasionally. Others you will be expected to complete one or more times per term. Please review the entire guide when you first access Exxat and prior to each term.

**Summary of Tasks and Timeline**

*Tasks Completed Once During Student Career*

- **Activate your Exxat account**
  - You will receive an email invitation from Exxat. Follow the directions in the email and click the link to activate your account. Once you activate it, you will be able to use your NetID and password to log in.

- **Complete your “My Profile” information.**
  - **Navigate**: My Profile.
  - Complete sections for “Basic Information,” “Areas of Interest,” and “Address Information.”

*Tasks Completed Once Per Course at Start of Course*

- **Confirm your placement site details (with screenshot)**
  - **Navigate**: My Placements
  - At the beginning of each course, you need to confirm your clinical sites are accurately reflected. Notify your clinical faculty of any discrepancies.
  - Verify you see your clinical site(s) listed
Tasks Completed One or More Times Per Term

- Complete and view evaluations (with screenshots)
  - Navigate: My Placements – Click on Session (course)
    - Ensure you are clicking the session for the correct site if you are placed at multiple sites per course during the term
  - On your “To Do List” click “Complete and View Clinical Evaluations”
- **Complete clinical evaluations, if applicable.** Click the pencil icon to complete your evaluation in the “Evaluations Done by You” section.

- **Follow the directions at the top of the page to respond to the items.** When you have completely finished, check the “I have verified all answers” checkbox and hit “Submit.” Note, once you hit submit, your responses have been submitted to your faculty and cannot be changed.
- View the results of evaluations completed on you. Click on the eyeball icon in the “Evaluations Done on You” section. Results will be released only after your faculty has completed your evaluation.