



STUDENT GUIDE – GETTING STARTED WITH EXXAT

Version	Date	Description of Change
1.0	8/1/2018	Original getting started guide
1.1	10/2/2018	Customized for Fall 2018 required tasks

This guide contains information for all tasks you should complete in Exxat in your first semester. Part 1 includes an overview of each task you will complete. Part 2 includes detailed instructions with screenshots for each task. Please review and complete all items.

Part 1: Summary of Tasks

- ❖ **Activate your Exxat account**
 - *Follow the directions in the welcome email to activate your account.*
 - *After activation, you will use your NetID and password to log in going forward.*
- ❖ **Complete your “My Profile” including uploading required documents**
 - *Navigate: Click on My Profile on the left-hand menu.*
 - *Complete each section on the “Related Information” list.*
 - *Review and sign required documents.*
 - *When all sections are complete, visit the Review & Sign section. Electronically sign your profile to confirm you have completed all sections.*
- ❖ **Access technical support**
 - *Navigate: Click on Technical Support on the left-hand menu if you encounter a technical issue. You can report your issue and an Exxat representative will follow up.*





Part 2: Detailed Instructions for Tasks

❖ Activate your Exxat account

- Follow the directions in the welcome email to activate your account.
- You will need to enroll in NetID plus to access Exxat. Directions are contained within the welcome email or you can visit this page for more information <https://it.arizona.edu/service/netid-plus>.
- After activation, you will use your NetID and password to log in going forward.
- Note, if you do not receive your welcome email in the timeline stated, contact your clinical coordinator.

❖ Complete your “My Profile” including uploading required documents

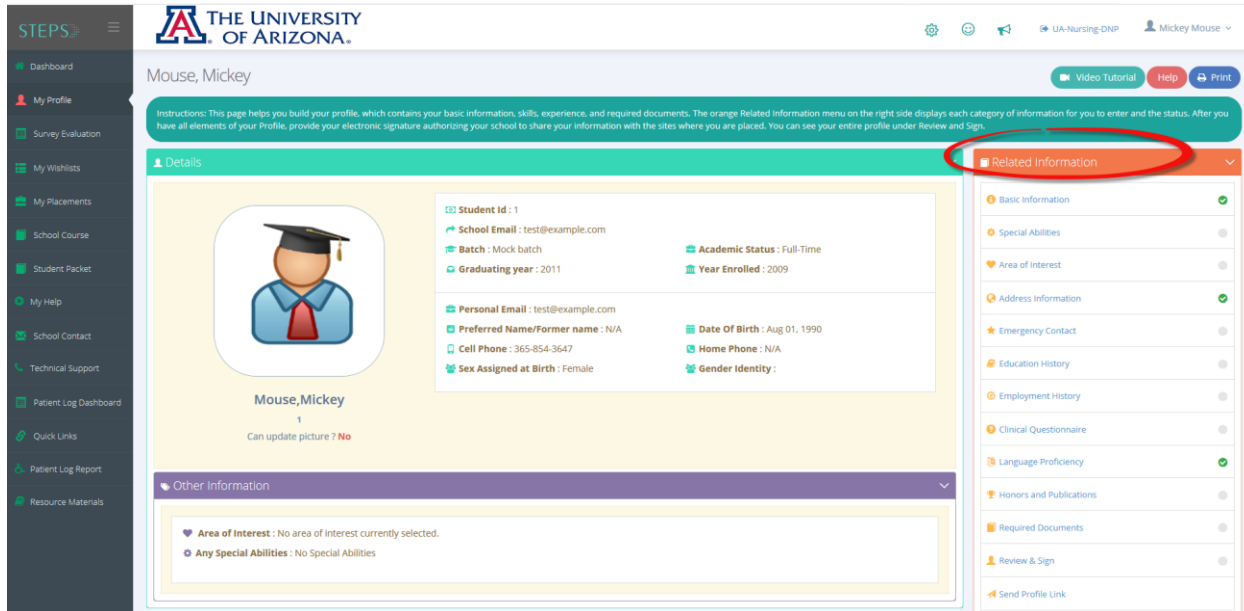
- *Navigate:* Click on My Profile on the left-hand menu.

The screenshot shows the Exxat dashboard interface. On the left, a navigation menu lists various options, with 'My Profile' circled in red. The main content area includes a welcome message, a message about placements, Exxat Academy Tutorials, a pending document section, and an information status table.

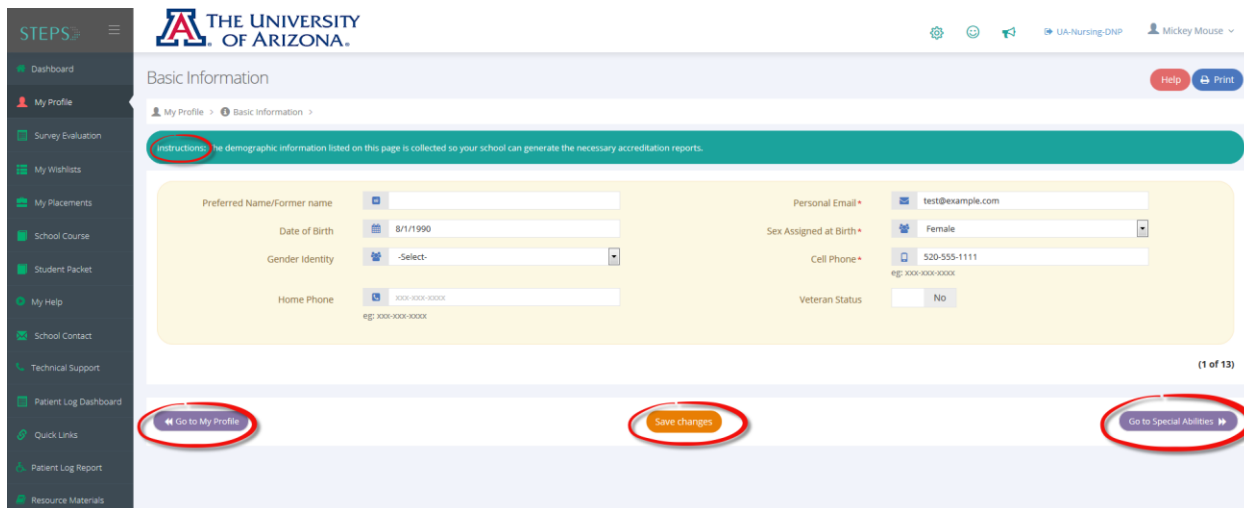
Profile	Status
Basic Information	Done
Special Abilities	Not Done
Area of Interest	Not Done



- o Complete each section on the “Related Information” list.



- o Each page has instructions. You can navigate to the next page by clicking “Go to...”



- o Important: Save your changes frequently!





- For the Required Documents section, click on the eyeball icon under View Template/Sample to download the document.

Required Documents

Instructions: In this section, you need to download all of the following required documents. Read each document carefully, sign it, then upload it. If you have any questions about the documents, please contact your clinical coordinator.

To download the documents, click on the "eyeball" icon under View Template/Sample.

Review the documents and sign.

Click on the blue upload icon under Action to upload the signed document.

(*) Its mandatory required documents Hover on color to see the details

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	DNP Required Documents * <i>Document Description: Review, sign, and upload.</i>	8/1/2018	N/A	N/A		✓	
2	Technical and Essential Qualifications for Nursing Students * <i>Document Description: Review, sign, and upload.</i>	N/A	N/A	N/A		✓	
3	State Authorization & Clinical Practica Agreement * <i>Document Description: Review, sign, and upload.</i>	N/A	N/A	N/A		✓	

- Read through the document and sign it. Scan it or save it to your device.
- Click the blue icon under Action to upload the signed document.

Required Documents

Instructions: In this section, you need to download all of the following required documents. Read each document carefully, sign it, then upload it. If you have any questions about the documents, please contact your clinical coordinator.

To download the documents, click on the "eyeball" icon under View Template/Sample.

Review the documents and sign.

Click on the blue upload icon under Action to upload the signed document.

(*) Its mandatory required documents Hover on color to see the details

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	DNP Required Documents * <i>Document Description: Review, sign, and upload.</i>	8/1/2018	N/A	N/A		✓	
2	Technical and Essential Qualifications for Nursing Students * <i>Document Description: Review, sign, and upload.</i>	N/A	N/A	N/A		✓	
3	State Authorization & Clinical Practica Agreement * <i>Document Description: Review, sign, and upload.</i>	N/A	N/A	N/A		✓	





- You will see a download icon appear by the name of the document when you have successfully uploaded it. You can click on it to review your submission.

Required Documents

Instructions: In this section, you need to download all of the following required documents. Read each document carefully, sign it, then upload it. If you have any questions about the documents, please contact your clinical coordinator.

To download the documents, click on the "eyeball" icon under View Template/Sample.

Review the documents and sign.

Click on the blue upload icon under Action to upload the signed document.

(*) Its mandatory required documents

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	DNP Required Documents * <i>Document Description: Review, sign, and upload.</i>	8/1/2018	N/A	N/A			
2	Technical and Essential Qualifications for Nursing Students * <i>Document Description: Review, sign, and upload.</i>	N/A	N/A	N/A			
3	State Authorization & Clinical Practica Agreement * <i>Document Description: Review, sign, and upload.</i>	N/A	N/A	N/A			

- When a section is complete, you will see a green checkmark appear by it.

Related Information

- Basic Information
- Special Abilities
- Area of Interest
- Address Information
- Emergency Contact
- Education History
- Employment History
- Clinical Questionnaire
- Language Proficiency
- Honors and Publications
- Required Documents
- Review & Sign
- Send Profile Link





- When all sections are complete, visit the Review & Sign section. Electronically sign your profile to confirm you have completed all sections.

❖ Access technical support

- *Navigate: Click on Technical Support on the left-hand menu if you encounter a technical issue. You can report your issue and an Exxat representative will follow up.*

The screenshot shows the Exxat dashboard interface. On the left-hand side, there is a vertical menu with various options. The 'Technical Support' option is circled in red. The main content area is titled 'Dashboard' and includes several sections: 'Instructions' (Welcome to Exxat), 'Message' (Please click on My Placements), 'Exxat Academy Tutorials' (EXXAT STEPS STUDENT ORIENTATION VIDEO), 'Pending Or Expired Document(s)' (No document pending or expired), and 'Information Status' (Profile and Status table).

Profile	Status
Basic Information	Done
Special Abilities	Done
Area of Interest	Not Done

- Alternatively, you can email support@exxat.com to report your technical issue.

