Registration

Please navigate to https://www.myclinicalexchange.com/MainPage.aspx by either following this link or copy/pasting it into your web browser.

> We recommend using the following internet browsers for the optimal use of myClinicalExchange.
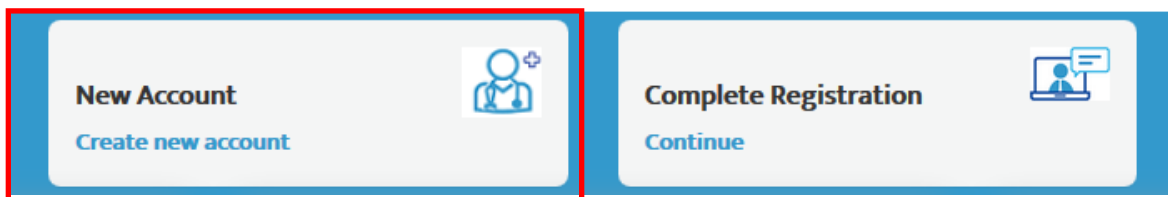>
> ## Google Chrome
>
> ## Firefox

1. In the upper right corner of the homepage, click the **Student** button, and select **Registration** from the drop-down menu.

You will be navigated to a page where you can choose from the two options below.

2. Click on the **New Account** (the red box) option. You will be directed to Step 1 of 3.

3. Enter your school-issued email (the green box above).
   a. You must use a proper e-mail address as the system will send you a validation code in the next step. You may use a personal e-mail address if your University does not issue University-based e-mail addresses.
4. Enter the security code numbers in the blank box (the orange box above).

a. If you cannot read the security code, click the "refresh" icon ⟳ to see a new set of numbers. There will be NO letters, just numbers.

5. Click **Continue**, and you will be navigated to Step 2 of 3.

6. A validation code with be sent to your email from do-not-reply@myclinicalexchange.com. Please check your inbox for that validation code. If you do not see your validation code in your email, please click on **Resend Validation code**.

7. Enter the validation code (blue box below).

8. Enter the security code (yellow box below).

Step 2 of 3

A validation code was sent to the email address you provided in step 1. Enter the validation code to continue your registration process. If you have not received the validation code, click the "Resend validation code" button below to receive a new code.

Enter Email	mcedemoemail@gmail.com
Enter Validation Code	0631B3F9
Enter Security Code	⟳ 7 > 5 5 4 17554

For security, please enter the numbers from the image into the above box in the same order.

[Resend validation code] [Continue Registration] [Back]

---

9. Click on **Continue Registration**. You will be directed to Step 3 of 3 where you input your personal information.

> Please note that a red asterisk next to a box means that information is required to proceed in mCE.

This next area can be broken down into four sections: Personal Information, School Enrollment Details, Emergency Contact Person, and Login Details.

Personal Information:

First Name *	Middle Name	Last Name *
Date Of Birth *	Gender	Ethnicity
(MM/DD/YYYY)	-- Select --	-- Select --
School Provided Id	SSN *	
Address*	Apt/ Unit/ Ste #	City*
State*	Zip*	Mobile*
-- Select --		

The following information is required on this page:

First Name: Your legal first name.

Last Name: Your legal last name.

Revised November 18, 2019

Date of Birth: Your date of birth (no one under the age of 13 is allowed to register).

SSN: Your full social security number with no dashes.

Address: Your physical place of residence.

City: The city in which you reside.

State: The state in which you reside.

Zip: Enter the zip code associated to your address.

Mobile: The best contact number you can be reached at.

> Please note that myClinicalExchange does not share or sell your information.

School Enrollment Details:

School State: Please select the state your Academic Institution is located in. This is not a required area. However, it does assist in the data filtering process.

School: Select the name of your Academic Institution.

Program: Select the program you are enrolled under at your Academic Institution.

Emergency Contact Person:

Name: Enter your Emergency Contact's first and last name.

Relationship: Enter their relationship to you.

Phone: The best contact number they can be reached at.

Login Details:

Revised November 18, 2019

Login ID: The email you entered at the beginning of this process will populate in this area.

Password: Enter in your password.

Confirm Password: Re-enter your password.

At the end of these four parts, you will see the image below.

10.) In order to proceed, please check the box to agree to the Privacy and Terms and Web App Usage Terms of Service.

11.) Click on **Complete Registration**. You will see a confirmation page indicating that your account has been created. Please note that a payment is required to allow you full access to all functions of myClinicalExchange. Continue reading for Login and Payment instructions.

12.) Click **Continue** to be navigated to the Student Login Page.

Logging into mCE

1. You will be redirected to Students login page

2. mCE will prompt you for your login ID which is the e-mail address you were registered with in the previous step.

3. Your password was created in the previous step as well and you may enter it here.

4. If it's been awhile since you first registered your account and you do not remember your password, then under the "Log In" area, click on the **Forgot Password?** link. That will navigate you to a page like this:

5. Look at the numbers in the security code box, then type them into the text box labeled "Security Code".
   a. These will be numbers ONLY, not letters.
   b. If you can't read the numbers, click the refresh button on the right, and mCE will generate a new set of numbers.
6. Click **Send Email**.
7. Please check your inbox for an e-mail from donot-reply@myclinicalexchange.com with a link to reset your password.
   a. If you do not see an e-mail from this address, please check your junk folder. You will want to designate donot-reply@myclinicalexchange.com as a "Safe Sender" so that further e-mails from myClinicalExchange come directly to your inbox.
   b. If you still do not see the e-mail or if you are receiving an error message from the system when you try to get your password, please see the troubleshooting tips on the next page.
8. Once you receive your password reset link in your inbox, click the link to be navigated back to mCE.
9. You will be prompted to create a brand new password of your own choosing. Your new password MUST include:
   a. 8 characters
   b. 1 upper case
   c. 1 lower case
   d. 1 number
   e. 1 special character (!, @, #, $, %, ^, &, *)
10. Once you reset your password, go back to the main log in page. Enter your email address as the Login ID and your password. Then click the yellow **Login** button.

Payment

Please check with your School and/or Hospital to see if you need to personally pay for your myClinicalExchange account. In some cases, your School or your rotational Hospital *may* cover your registration fee.

1. At the top left of your homepage, you will see the words, "Account Settings".

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Or at the top right of the homepage

2. Click those icons and the platform will navigate you to your profile. On the top right corner, you will this section then click "Make a payment".
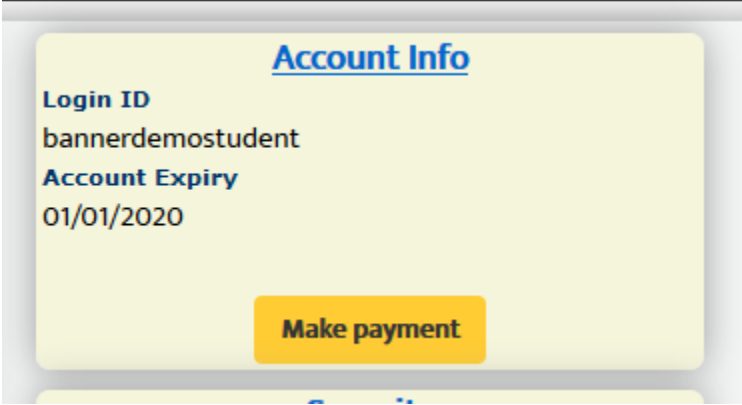
3. Double check that all the information on the next page is correct. Please read the instructions before you proceed to Paypal checkout.

4. This will navigate you to a billing page outlining the charges. Click the orange **PayPal Checkout** button.

5. A new tab will open from PayPal.
   a. If you have a PayPal account, you can sign in and pay.

b. If you do not have PayPal account, click **Pay with Debit or Credit Card** at the bottom to check out as a guest (green outline below).

6. From this screen, there are two ways to pay for your account.

If you have an existing PayPal account, you may login and complete payment that way.

7. With either option, you will be prompted to enter in your billing information. Once you've entered your information, click on **Pay Now**.

8. You will be sent a receipt from PayPal. Please keep this for your records.

Navigation and Tips

To better understand how to use mCE, please check out our FAQ's at the top-right of the page or our YouTube channel at https://www.youtube.com/user/myClinicalExchange.

On your homepage, you will see several important things you will need to access and understand.

At the top of the page in a **blue header** is your Academic Institution's Compliance Checklist information. Clicking on the words **"Campus Compliance Checklist"** will navigate you directly to your Campus Checklist.

You will also see four tabs of information under your Campus Compliance Checklist.

Revised November 18, 2019

Account Status: Paid

My school compliance requirement(s)
⚠ Campus Compliance Checklist (Nursing) (Demo Campus)

| Alerts | Active Rotation(s) | My Request(s) | Notifications |

1. **Alerts**
   i. The *My Alerts!* center lists all the items that are pending completion. If an item is connected to a specific rotation, the Rotation Number is listed first followed by the item pending completion.
2. **Active Rotation(s)**
   i. Any rotations that you have been scheduled for are listed here. If you click the Rotation Number, you will be directed to a more detailed page regarding that specific rotation.
   ii. If you do not have any Rotations, that means you have not yet been scheduled for a rotation in the mCE system. Please contact your Clinical Coordinator at your school to resolve this issue.
3. **My Request(s)**
   i. Please disregard this tab unless you are an independent or Advanced Practicum student. If you are an independent/advanced practice student AND your Hospital has asked you to submit your own placement request, please contact support@myclinicalexchange.com for more details.
4. **Notifications**
   i. Any messages sent to you from your Academic Institution, Hospital Coordinator, and any auto notifications from mCE will be listed here.

Troubleshooting Tips

- **What email should I use?**
  o If your Academic Institution issues email addresses, please use the one they gave you. If your Academic Institution did not provide you an email address, a Google, Yahoo, Hotmail, etc. email address is acceptable.

- **Why haven't I received my validation code?**
  o It can take up to 15 minutes for the validation code to be sent to your email. If you've waited 15 minutes, please check your junk folder, Spam folder, or Clutter Box. The e-mail will be from do-not-reply@myclinicalexchange.com. Please mark e-mails from the domain "myclinicalexchange.com" as a "Safe Sender" so that future correspondence comes immediately to your inbox. If you still have not received the email, verify the email you entered is correct.
- **Do I have to use PayPal to pay?**
  o Yes, the only way myClinicalExchange accepts payment is through this vendor.
- **Why isn't Internet Explorer loading this website?**
  o Are you are using Internet Explorer, v8 or lower? If so, you will either need to update Internet Explorer to v9 or higher. Alternatively, try again in Chrome, Safari or Firefox.
- **Why do I have to create Security Questions?**

- o When you create your security questions you make recovering your password much easier in the event you forget your password.
- **What do I do if I forget my login I.D.?**
  - o Please reach out to your University Coordinator for this information.
- **I forgot my password. How do I login?**
  - o To retrieve your password, please navigate to the mCE website.
    - ▪ Click the **Student** button.
    - ▪ Click **Forgot Password?**
    - ▪ Enter your email address and the Security Code.
    - ▪ Click **Email Password**.
    - ▪ Please check your inbox for an e-mail from do-not-reply@myclinicalexchange.com assigning you a password.

If you are still experiencing issues, you can e-mail support@myclinicalexchange.com. Please provide your name, the University you attend, and a brief description of the issue you're experiencing.

My Clinical Exchange – There are four types of compliance. Which parts of this you need to complete will depend on the hospital you rotate at. Some hospitals use all four compliance areas, while some use only some of these. The four types of compliance are checklists, documents, modules and exams. Green thumbs up means in compliance and red thumbs down means out of compliance.

Once you have been scheduled to a rotation, you will receive all compliance requirements for that rotation. You can only complete documents, modules and exams after you have been scheduled to a rotation by the PVCC Nursing Program Coordinator. However, it is suggested that you complete the items below before you are added to your rotation.

To edit the checklist, click Campus Compliance Checklist at the top of your mCE homepage. This brings up the actual checklist list for you as the screenshot below demonstrates. The value field always needs information and can never be left blank. Comments are optional.

1. DOB – Type in date of birth in two digit, two digit, four digit format in the value column and press save.

2. Photograph – Upload your school ID photo as well as a professionally looking headshot with a blue/grey background from the chest up by clicking the green paperclip to add the document. No glamour shots, hats or sunglasses allowed. Type "Y" in the value column and press save.

3. Health Insurance – Type the name of your health insurance company in the value column. If you do not have health insurance, type N/A and press save.

4. Social Security – Type the last four digits of your Social Security number in the value column and press save.

5. Proficiency of Written and Oral Language – Type the word "Proficient" in the value column and press save

6. Social Security – Type the last five digits of your Social Security number in the value column and press save.

7. Flu Clinic – Type the name of the business where you received your flu shot for the current season in the value column and press save. If you get your flu the shot next year at a different place of business, you will need to type in the name of the business where you received it for the new season and press save.

8. Driver's – Upload a copy of your driver's license by clicking the green paperclip to add the document and type "Attached" in the value column and press save.

9. After finishing each item, make sure you click the red "Submit for Approval Button" on the top right.

10. Once you submit your checklist, it locks for review by your coordinator. You will not be able to edit it until that person does their review for you. Please contact your coordinator if you are stuck waiting for their review.

Documents – After you are added to a rotation, you will need to complete compliance for the documents area. The documents area of your rotation is a place for hospitals to provide you with information documents you can read or download and also a compliance area where you sometimes you must enter an electronic consent or upload a document. You can click the "Incomplete Paperwork" alert to go the Documents area. If it says consent required next to an item, you simply click consent required and then click "I agree" to register your compliance. It will then show our consent which cannot be withdrawn.

If the Supporting Documents tab shows a document upload area for an item and there has been no document uploaded, then you must upload one to be compliant. Just click choose file to select your document. Then click upload to store the item in mCE. The document will turn blue, letting you know that you completed that item.

Modules – The modules contain slide shows that you view and click through. If your rotation has a module for you to complete, you will see an alert about modules. Click start to begin the module and simply click next until you reach the end and then you must click the yellow finish button at the end to complete the module. Pay careful to listen carefully to the slide show, because you will be tested on them under mCE Exams.

Exams – If you have exams to complete, you will have an alert about online tests. Clicking this alert brings you to the exams area. Click start to begin the exam. Once you start, an attempt will be registered. Most exams have instructions at the beginning. Some are set to a limited number of attempts and all require a certain passing score that is determined by the hospital. If you run out of attempts to take the exam, only the hospital can approve mCE to reset it for one more attempt, so prepare well before you to take the exam.

How do I complete my Pending Paperwork?

When you are scheduled for a rotation, the platform will automatically push you a set of documents from the hospital. These documents require some action from you. You can access the documents from one of two areas:

    1.) The *My Alerts!* area by clicking on the "Pending Paperwork" link:
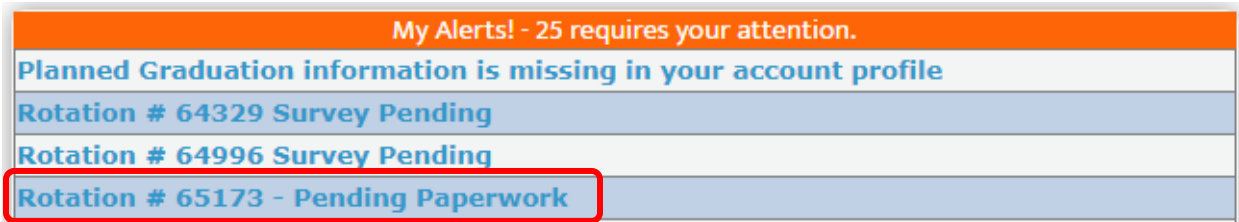
2.) Navigating to the **"My Views"** link from the tool bar. Once there, select "My Rotations". You'll see your rotation details listed. Click the red "**Pending**" link next to *Paperwork*.

On the <u>left side</u>, click on each document name to open the file and review the document (see green outline below). If necessary, fill out the document with information and save it to your computer. In a moment, we'll discuss how to upload the document back into mCE.

If a hospital requires your electronic consent on something you will see **"Consent Required (Click Here)"** (see red outline below).

    1. Click the **"Consent Required (Click here)"** for that item.

    2. A pop-up window will appear. Read the message and then click **"I Consent"** if you agree. The date and time you gave consent will be recorded in that spot. Click **"I do not consent"** if you are not ready to give your consent.

    3. <u>Once you give electronic consent, you cannot revoke your consent</u>.

Compliance	**Documents**	Orientation	Exams

Instructions for uploading supporting document(s)
Step1 - Click "Choose file" to select the document from your pc/mac to upload
Step2 - Click upload to submit as your supporting document(s).
Step3 - Open Document to ensure it has been properly uploaded.
[Repeat the above steps if you need to submit more than one document as supporting document]

Clinical Rotation related Documents	Electronic Consent?	Supporting Documents
01 Clinical Readiness Self Assessment.pdf		Choose File No file chosen Upload (Special characters not allowed in the file name. Allowed file types are ".doc|.docx|.pdf|.jpg|.jpeg|.gif|.png|.xls|.xlsx")
02 Confidentiality Agreement.docx		Choose File No file chosen Upload (Special characters not allowed in the file name. Allowed file types are ".doc|.docx|.pdf|.jpg|.jpeg|.gif|.png|.xls|.xlsx")
03 National Patient Safety Goals.pdf	Consent Required (Click here)	
Privacy Policy.pdf	Consent Required (Click here)	

If a hospital requires you to upload a document back into mCE you will see a yellow bar on the far right with the option to **"Chose File"** and **"Upload"** (see black box above). To attach and upload a document:

1. Click **"Choose File"** and a pop-up window will appear in which you can then browse files saved on your hard drive.
2. Locate the file you wish to upload. Double click on the file, the pop-up window will disappear, and the file path will show in the box by the **"Choose File"** button.
3. Click **"Upload"** to attach the document (Please note that your document will not upload if special characters are included in the title).
4. You may add more document(s) OR click the **"Remove Attachment"** button to remove the uploaded documents if necessary.

We highly recommend opening the document you uploaded to make sure that the upload is complete, and the document is legible. Please be aware that by uploading these documents, you give the hospital and your academic institution access to view, download, and print them.

If you need to upload a document that is no talready saved to your computer, please see the FAQ titled, "I don't have a scanner. How do I get my documents into myClinicalExchange?"

I don't have a scanner. How do I get my documents into myClinicalExchange?

Please check your local library or Office Depot for access to a scanner. Also, if you have a smart phone, search your Play Store or App Store for "PDF Scanner". There are several FREE apps that you can download which will take a picture of your document and save it has a high-quality PDF. Some of the apps will even allow you to take multiple pictures and then combine it into one document. Once you take the photo and the app saves it as a PDF, e-mail the file to yourself. Open the file up on your computer and save to your hard drive. From there, you can upload into mCE. Always check an uploaded file to make sure it's legible! Some apps may have better quality than others.

Updating my School Checklist

In order to be compliant for your clinical experience, you will need to upload information against your Campus checklist. Once submitted and approved, the data on the Campus checklist will share across to the hospital(s). This help file details how to upload and submit your information so that it can count toward your rotational compliance.

1.) Make sure that you are on your Homepage. If you are not, or do not know if you are, click **Home** in the blue bar to be redirected to the proper page.
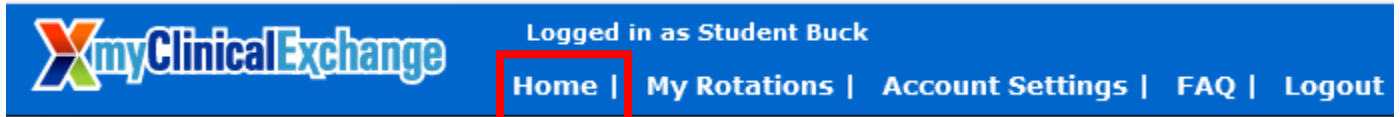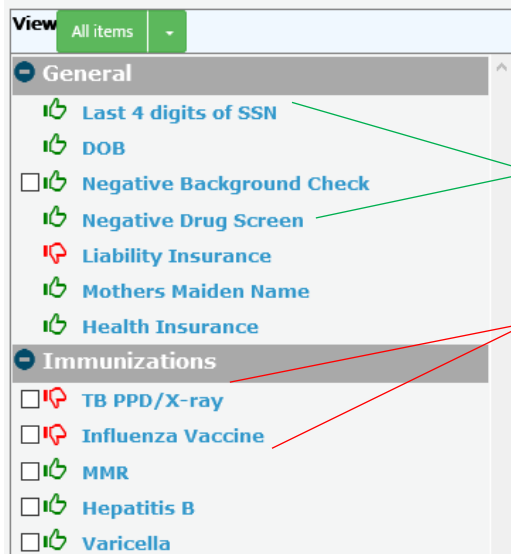

2.) Locate the **My school compliance requirement(s)** area.
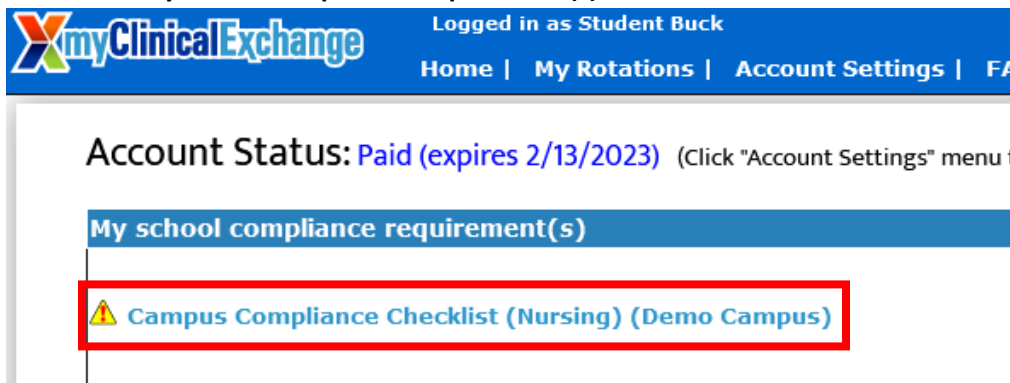
3.) Click on the **Blue Checklist Title** (see above) in this area to access your Campus Checklist.
4.) Review the list of requirements on the left side of the page. Items will be labelled in one of two ways:

Green Thumbs Up – The item is compliant, and no action needs to be taken at this time.

Red Thumbs Down – The item is non-compliant and requires action.

Updated June 25, 2020

5.) Click on the name of an item to pull up its information on the right-side of the page. This area can be broken down into three sections:

TB PPD/X-ray
Must be completed yearly. Most recent TST must have been read within 12 months. Second TST must then have been read within 365 days from the most recent TST date to be in compliance. Indicate if this is a Skin Test OR QuantiFERON OR T-Spot. In the "Value" column, enter the date you will need to be retested for your TB. This will be one year from the date your test was read. In the "Comments" column enter dates of tests and results (negative or positive)

Data currently on file

Value	Comments	Documents
Expired on 08/31/2019		Demo.docx

New Value(Renewal Date) Ⓡ

New Comments

NEW SUPPORTING DOCUMENT(S): Ⓡ 📎
Missing supporting document.

Save   Next pending

- ❖ **Description** – This area lists the item's name and provides a detailed description of what kind of information and documentation should be uploaded.
- ❖ **Data currently on file** – This area lists the current data the school and hospital can see. If no information has been previously submitted, this area will be blank.
- ❖ **New Information** – This area is where you will enter the new information to be submitted to the hospital. See steps 6-8 for details on adding new information to this area.

6.) To update your information, first enter the appropriate data into the New Value section. There are three Value types:

- ❖ **Text** – An extended Value box denotes a Text value. The specific information to be added will be listed in the **Description** section.

  New Value Ⓡ

- ❖ **Date** – A short text box denotes a Date value. When you hover your mouse over the "Value" box, you'll see a prompt to enter mm/dd/yyyy. Date items require the specific date an immunization/license/clearance was received or completed.

  New Value Ⓡ

- ❖ **Renewal Date** – As above, when you hover your mouse over the "Value" box, you'll see a prompt to enter mm/dd/yyyy. HOWEVER, if the New Value textbox has the **(Renewal Date)** addendum in the title, you will need to enter the FUTURE date an immunization/license/clearance will expire or require renewal.

  New Value(Renewal Date) Ⓡ

2

i. **Note**: *If you enter a date that has already passed, mCE will give an error message and delete the expired date and require that you enter a new, FUTURE date. If the item has truly expired, you will need to wait until you receive a new test/vaccine and then input the data at that time.*

7.) Enter any needed comments into the New Comments section.
   ❖ *This area is usually optional, but some Hospitals will want more information than the Value provides: be sure to read the* **Description** *to see if the hospital wants specific information in the New Comments area.*

8.) If the item says "**NEW SUPPORTING DOCUMENT(S)**, you may upload a supporting document in one of two ways:
   ❖ If the document only applies to this item, click the green paperclip icon to open your file browser. Navigate your computer's files until you locate the appropriate document, select it, and click "Open" to upload the file against the item.
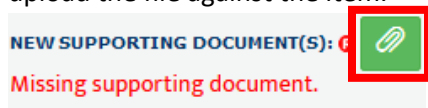

   ❖ If you have one document that needs to be associated to multiple items, check off each item's name in the Item List and click **Associate Document**. Navigate your computer's files until you locate the appropriate document, select it, and click "Open" to upload the file against all checked items.

9.) Once you have finished uploading information against the item, click **Save** to complete your updates.

10.) If you have additional pending items, you may select that item's name from the list on the left *or* you may click **Next Pending**.
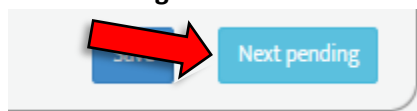
   ❖ *If you need to upload a* **(Renewal Date)** *item that has not expired or the* **Next Pending** *button does not function, you will need to select the item's name from the list rather than clicking* **Next Pending***.*
   .

11.) Repeat steps 6-10 for all items that require an update.

12.) Once you have finished updating all items, double-check your edits to ensure the information is accurate. If the updates look good, you may either:
- ❖ Click **Home** to return to your homepage. This option is best if you will be updating more items in the near future and need to make sure your checklist is available for more edits.
- ❖ Click **Submit for Approval**. This option will automatically lock your checklist until your information has been reviewed by your Academic Coordinator: please make sure you do not need to add any additional information before submission.

**Editing Campus Compliance Checklist (Nursing) (Demo Campus)**   Submit for Approval

i. ***Note:*** *If an item requires a document and you upload just a Value or just a Document, the system will state there are Incomplete items and will not allow you to submit. If you see this error, look for items marked with red text stating **(incomplete data-missing value)** or **(incomplete data-missing document(s))**, then add the missing information. Once all missing items have been addressed, click **Submit for Approval** again.*

Forgot Password

Whether you're having trouble logging in with a password you recently set, returning to myClinicalExchange after a long period of not using the system, or setting up your very first password, this document will walk you through the process of updating your password so you can log in.

1.) From the myClinicalExchange main page, select the **Students** login option.
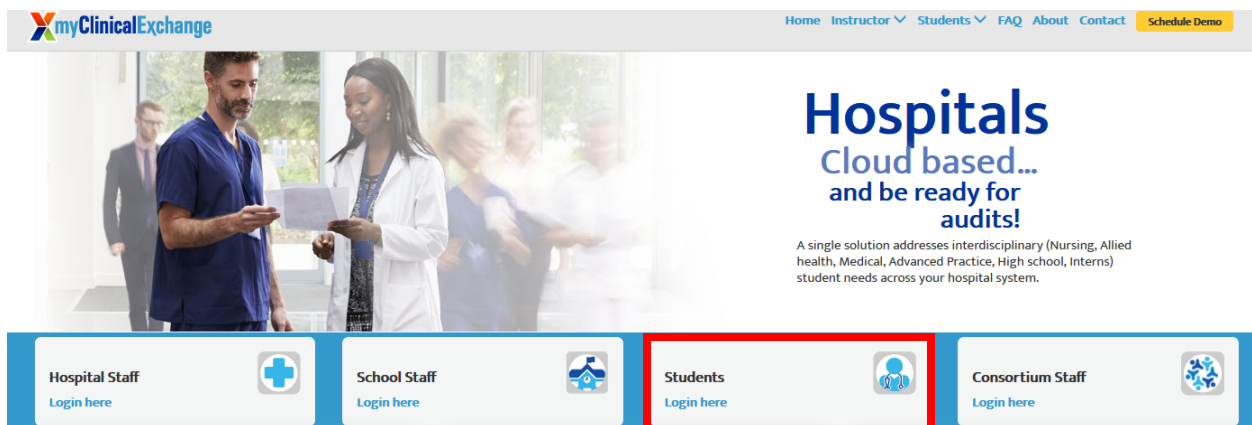
2.) On the login page, click **Forgot Password?**

3.) Enter your registered login ID (most likely your school email address) and the on-screen security code into the appropriate areas.

    a.   The security code will be all numbers. If you cannot read it, click the refresh button next to the code (marked in **green** below).
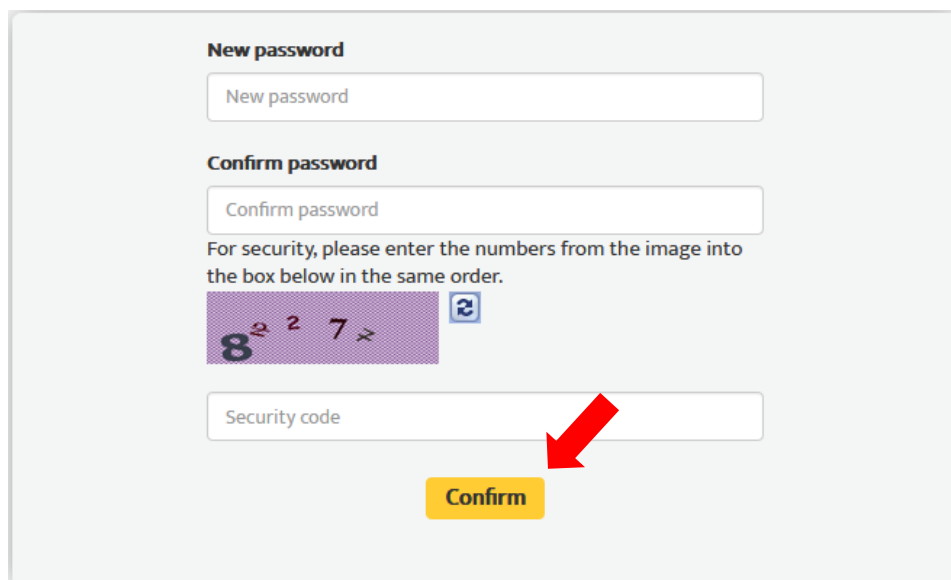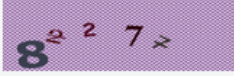

4.) Select **Send Email** to prompt the system to send an email containing a link to the Password Reset page.

    a.   The link will only be valid for 60 minutes; if you are unable to reset your password in that time, you will need to prompt the system for a new email and link.

    b.   If the link does not allow you to click on it, you can manually copy and paste it into your address bar to reach the Password Reset page.

5.) Enter a new password that meets the site's requirements (8+ characters containing at least 1 capital letter, lowercase letter, number, and special character), confirm it, and enter the on-screen security code before clicking **Confirm**.

6.) You will be redirected back to the login page. Enter your login ID and new password to log in.

   a. If your account was locked, changing your password will automatically unlock it and allow you to attempt logging in once again.
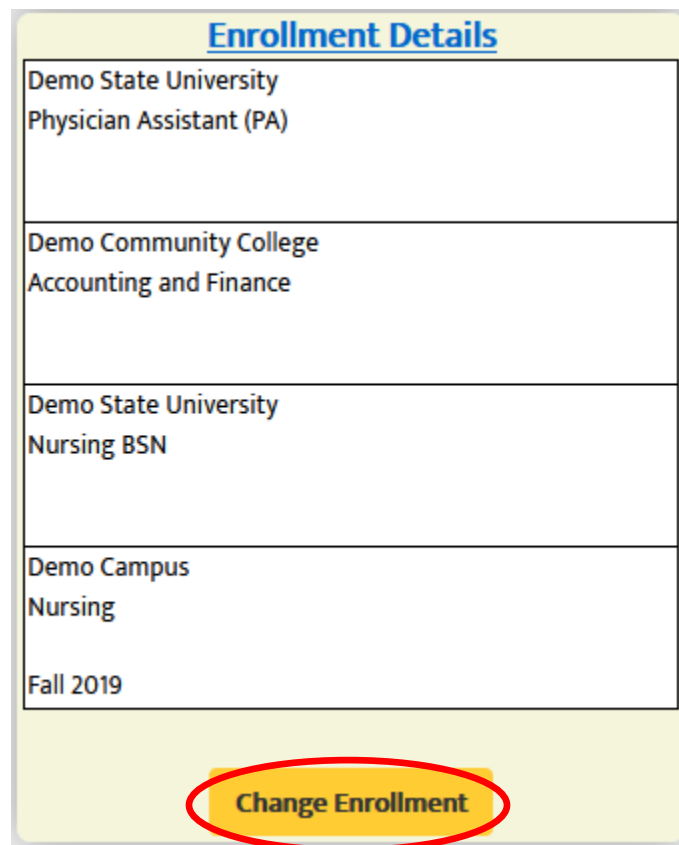
Transferring your Account

Use these instructions if are currently enrolled at one School and you are moving completely to another School. You will NOT have to pay for a second account.

1.) Log into your pre-existing myClinicalExchange account.
2.) At the top left menu, click on **Account Settings**
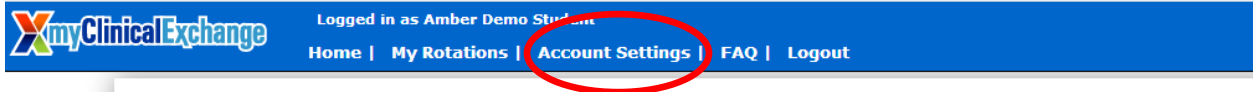
3.) On the right side, under enrollment details, you will see your current enrollment at your School. To add another School, click **Change Enrollment**.

4.) You will be presented with a set of options. To transfer your account, choose option 1 "I registered my account under the wrong school" and then click **Next.**

Change Enrollment

○ I registered my account under the wrong school

○ I registered my account under the wrong program in my school

○ I completed my current program and am enrolling in a new program in my school

○ Add another school to my account

○ Transfer my account

○ Add another program within my school to my account (Dual enrollment within the same school)

5.) You will be asked if you want to use the same email address for this new enrollment.
   a. Select YES if your new School does not mind assigning you to rotations with another School's email address.
   b. Select NO if your new School wants you to use their school-issued email address. On the next screen, you will be prompted to enter a second email address from your new school. You will be able to log into your myClinicalExchange account with either email address.

Add new school to my account- STEP 1

Are you planning to use same email address ? ⦿ Yes ○No

Back   Next

6.) Click **Next**.
7.) On the next screen, select the appropriate options from the drop-down menus.

Add new school to my account- STEP 3

Which state are you planning to go ?

-- Select state --

To which new school are you going ?

Select school ▾

Which program are you enrolling in ?

Select Program ▾

Degree

No Degree(s) Selected ▾

Cohort

--Select-- ▾

Back   Submit

State: Select the State where your new School is located; it helps with the filtering process.
**School**: Select your new School
Program: Select the Program you are enrolling in at your new School
Degree: Not required but you may select from the drop-down
Cohort: Not required but you may select from the drop-down

8.) Click **Submit** when all fields are selected. If everything has been properly completed, you'll receive a confirmation screen.
   a.   If there are any errors on the page, the platform will mark in red which fields are missing. Complete this and try to **Submit** again**.**

Complete

Add school to my account complete.

Close
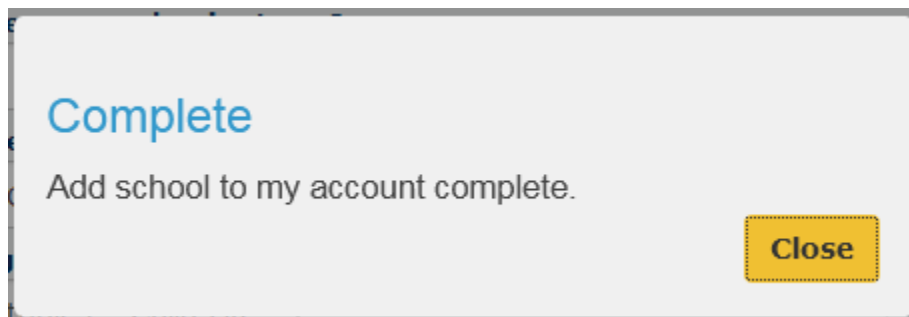
9.)   Return to your **Account Settings** menu to see your new enrollment listed. Your new School will now be able to access your myClinicalExchange account to assign you to rotations.