

## Video Tutorial:

## Sharing Student Profile in Exxat Prism

03:44



When preparing for a placement, a Site may request that you provide specific documentation prior to starting your rotation.

1. Navigate to the coursework section by,
  - a. Clicking on the Coursework Section from your Dashboard.

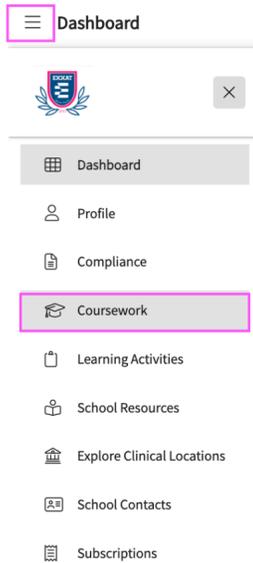
The screenshot displays the Exxat Prism student dashboard. The top navigation bar includes a hamburger menu, 'Dashboard', 'Chat', 'Ask Leo', and the user's name 'Donte(Grad)\* Barrett Exxat Sales (Nursing)'. A toggle switch for 'Switch to New' is visible. The main content area is divided into several sections:

- Attestations (2):** Contains two items: 'Contract Review : [ Due date : 03/24/2026 ]' and 'Accuracy of Information : [ Due date : 03/31/2027 ]', both with 'I Agree' buttons.
- Profile:** 'Create your professional profile and upload documents necessary for clearance to participate in your clinical education'.
- Compliance:** 'Upload documents necessary for clearance to participate in clinical education' with a '5 Documents need attention' indicator.
- Coursework:** 'Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education'. This section is highlighted with a pink border.
- Learning Activities:** 'Complete and review learning activities across all courses for clinical education'.
- School Resources:** 'Access resources provided by your academic program' with a '20 Resources shared' indicator.
- School Contacts:** 'Review contact information for the faculty and staff from your program' with a '3 Contacts shared' indicator.
- Explore Clinical Locations:** 'Find and learn more about the clinical sites associated with your academic program'.
- Exxat Prism Learning Hub:** 'Access help documents, video tutorials, and FAQs'.

On the left sidebar, there are several messages from the school, including 'Dont forget your compliance', 'Job Fair', 'Food drive', and 'School is closed on November 10th - Veteran's Day (observed)'.

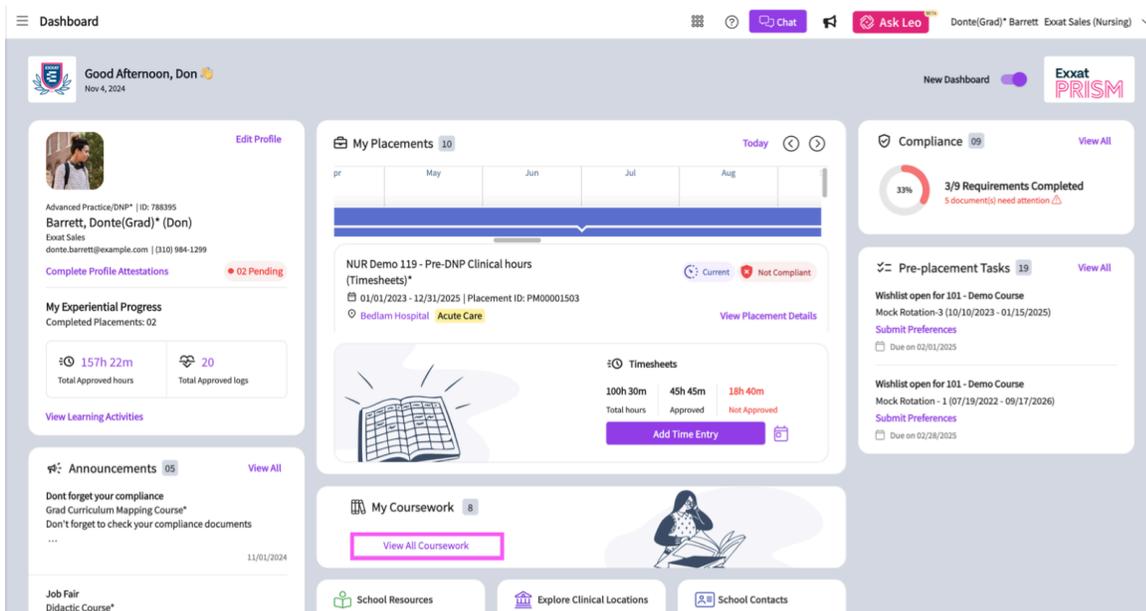
Or

- b. Clicking on the Left Hand Hamburger Menu and selecting the Coursework Option.



Or

c. Clicking on the View all Coursework Option from the New Student Dashboard.



### 2. Select the Tab "Requires Placement"

Coursework Chat Ask Leo Brian Adkins Exxat Sales (PA)

**Require Placement** Do Not Require Placement

19 Results Found

COURSE DETAILS	ACADEMIC YEAR	TERM	SECTIONS	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	MAY NEED ATTENTION
PA Demo 101 - Gradebook Overview* Current	2022 - 2023	Didactic - Spring	-	Rotation 1* Oct 1, 2022 - Dec 31, 2025	Abundant Health - Main Hospital (Geocoding Enabled, lo... Cardiology	Attestation pending
PA Demo 111 - Elective III (Patient Logs, Time Off)* Current	2022 - 2023	Clinical Term	-	Rotation 2 (Student Interest/CEU credit hours)* Nov 7, 2022 - Dec 31, 2025	Alliance Medical Center - Cardiology (Geocoding enabled)* Emergency Medicine	Attestation pending
PA Demo 601 - Acute Care (Patient Logs, Timesheets)* Current	2021 - 2022	Clinical Term	-	Rotation 5* Feb 6, 2023 - Dec 31, 2025	Alliance Medical Center - Cardiology Family Medicine	Attestation pending

### 3. Select the appropriate course by clicking View Details.

Coursework Chat Ask Leo Brian Adkins Exxat Sales (PA)

**Require Placement** Do Not Require Placement

19 Results Found

COURSE DETAILS	IONS	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	MAY NEED ATTENTION	ACTION
PA Demo 101 - Gradebook Overview* Current		Rotation 1* Oct 1, 2022 - Dec 31, 2025	Abundant Health - Main Hospital (Geocoding Enabled, lo... Cardiology	Attestation pending	<b>View Details</b>
PA Demo 111 - Elective III (Patient Logs, Time Off)* Current		Rotation 2 (Student Interest/CEU credit hours)* Nov 7, 2022 - Dec 31, 2025	Alliance Medical Center - Cardiology (Geocoding enabled)* Emergency Medicine	Attestation pending	View Details
PA Demo 601 - Acute Care (Patient Logs, Timesheets)* Current		Rotation 5* Feb 6, 2023 - Dec 31, 2025	Alliance Medical Center - Cardiology Family Medicine	Attestation pending	View Details

### 4. Select the "Placement Details" tab

Coursework Chat Ask Leo Brian Adkins Exxat Sales (PA)

← PA Demo 111 - Elective III (Patient Logs, Time Off)\* Current Share Profile

Alliance Medical Center - Cardiology (Geocoding enabled)\* **Emergency Medicine** Profile Share History

Rotation 2 (Student Interest/CEU credit hours)\* | Nov 7, 2022 - Dec 31, 2025

Compliance Status: No Docs Started

Attestations (2)

Clinical Clearance Process: (Due date: January 7, 2022)  
I am aware that it is my responsibility to contact the clinical site to which I am assigned and provide the required documentation in a timely fashion. I Agree

Contract Review: (Due date: October 10, 2024)  
I have read and understand the contractual agreement between the school and my assigned clinical site. I Agree

Course Information **Placement Details** Course Activities

Address  
501 W 1st St Los Angeles, CA 90012 United States

Preceptor  
Alice Li (Added by School)  
alice.li@email.com

Other associated location(s)  
• Alliance Medical Center - Med Surg (Geocoding Enabled)\*  
• Alliance Medical Center - Outpatient (Geocoding Enabled)\*  
• Alliance Medical Center - PICU (Geocoding Enabled)\*

Location Requirement(s) That Need An Upload

REQUIREMENT NAME	INCLUDE IN THE PROFILE LINK	STATUS	UPLOADED DOCUMENTS	ACTION
Test	<input checked="" type="checkbox"/>	Get Started	-	

General Requirement(s)  
Relocation Required

5. The page will load your placement information. Scroll to the Location Requirement Upload section and if any items are listed, click on the pencil icon.

Location Requirement Upload

REQUIREMENT NAME	INCLUDE IN THE PROFILE LINK	STATUS	UPLOADED DOCUMENTS	ACTION
Orientation Packet		Get Started	-	

6. A drawer will open. You will see a description, and a template. Click on View documents to view the file.

× Update Requirement Details Submit

### Pre-Placement Student Form

Notes

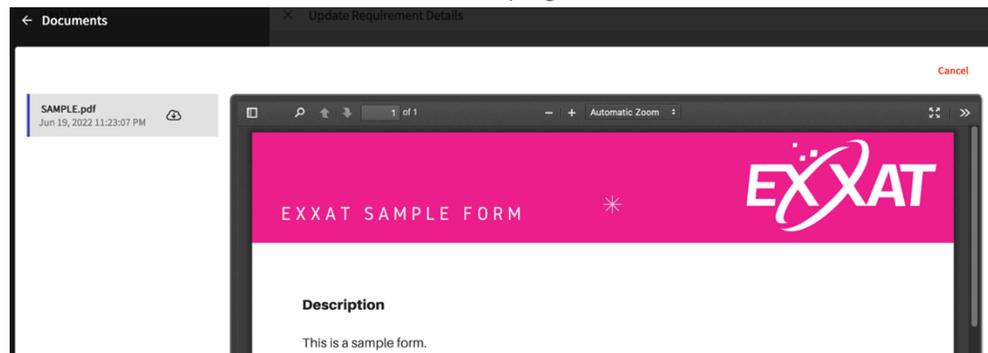
Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx  
You can only upload files with file size under 5 MB.

### Templates

[View documents](#)

7. When clicking View Documents, a viewer page will open. Click on the cloud icon to download the file. Click Cancel to close the viewer page.



8. Once you have your item ready, use the cloud icon to upload your file, add any notes (if necessary) and click submit.

× Update Requirement Details

Submit

### Pre-Placement Student Form

#### Notes

 Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx  
You can only upload files with file size under 5 MB.

### Templates

[View documents](#)

9. To share Location Requirement Uploads, click on Share Profile.

← DPT 900 - Clinical Practice III\*

Current

Share Profile

Advent Professionals - Kingston County

Home Health

Rotation 3 | Feb 1, 2023 - May 1, 2023

[Profile Share History](#)

10. A drawer will open. You will first decide if you would like to include contact information, compliance items your program has allowed you to share, and any previous placement details.

× Share Profile

Send



### Share Profile

- Include contact information in the profile link
- Include completed program requirements
- >  Include compliance documents in the profile link ⓘ
- Include uploaded location requirements in the profile link
- >  Include completed placements in the profile link ⓘ

11. Click on the arrow (>) to open the list items. Pick and choose what you would like to share.

✓  Include compliance documents in the profile link ⓘ

COVID-19 Vaccination Approved

Flu (Influenza) Approved

✓  Include completed placements in the profile link

	COURSE NAME	LOCATION DETAILS	PLACEMENT DETAILS
<input type="checkbox"/>	Clinical Practice I*	Tendercare Home Health 418 Glenwood Road , Defiance , OH 43512	Nov 3, 2020 - Dec 21, 2020 <span>School Based</span>

12. Make sure to fill in any required fields and be sure to check off the option "Include uploaded location requirements in the profile link".

× Share Profile

Send

### Share Profile

Include contact information in the profile link

Include completed program requirements

Include compliance documents in the profile link ⓘ

No Documents available

Include uploaded location requirements in the profile link

>  Include completed placements in the profile link ⓘ

13. If you'd like to view a preview of your profile, click on the vertical ellipsis, and click Preview. Click

Send when ready.

× Share Profile Send ⋮

Preview

**Share Profile**

- Include contact information in the profile link
- >  Include compliance documents in the profile link ⓘ
- Include uploaded location requirements in the profile link
- >  Include completed placements in the profile link

To\*

sample@example.com × Enter the Email

CC

Notes

Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx  
You can only upload files with file size under 5 MB.

14. A pop-up will open with your profile. Click anywhere outside the pop-up to close.

 **Long, Kimberly**  
They/Them | [Kimberly.Long@exxat.com](mailto:Kimberly.Long@exxat.com) | (555) 555-5555  
Class of 2023 | Residential

**Profile** Compliance Clinical Coursework Location Requirements

Address Information		Personal Contact
<b>Current address</b> 816 New St. Caldwell, NJ 07006	<b>Permanent address</b> 7402 Mountainview Lane Salt Lake City, UT 84119	<b>Cell phone</b> (555) 555-5555

**Please note that the links created to share this information will only reflect the documents that you have added prior to creating these links and sharing with site**