

Your program may collect placement preferences using the feature My Request. My Request is a type of wishlist that allows you to submit entries to be considered for placement with clinical sites.

Video Tutorial:

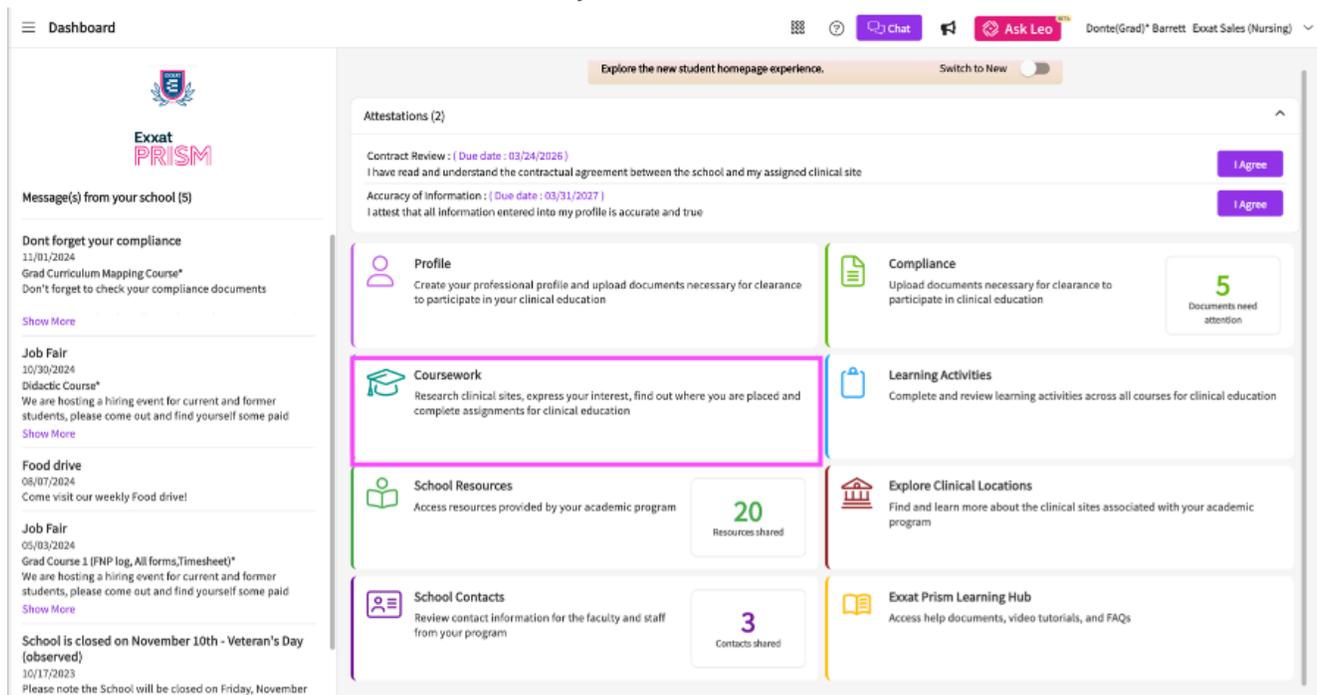
Completing a My Request Wishlist in Exxat Prism

06:55



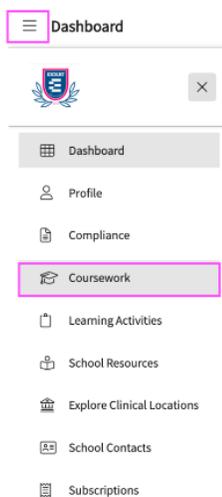
1. To navigate to the Coursework Section:

1a. Click on the Coursework Section from your Old Student Dashboard.



OR

1b. Click on the Left Hand Hamburger Menu and select the Coursework Option



OR

1c. If you are using the New Student Dashboard. Click on the View All Coursework Option under My Coursework section.

Dashboard

Good Afternoon, Don
Nov 4, 2024

Advanced Practice/DNP* | ID: 788393
Barrett, Donte(Grad)* (Don)
Excat Sales
donte.barrett@excat.com | (317) 984-1299

Complete Profile Attestations ● 02 Pending

My Experiential Progress
Completed Placements: 02

€ 157h 22m Total Approved hours
20 Total Approved logs

View Learning Activities

Announcements 05 [View All](#)

Don't forget your compliance
Grad Curriculum Mapping Course*
Don't forget to check your compliance documents
...
11/01/2024

Job Fair
Didactic Course*

My Placements 10 Today

| pr | May | Jun | Jul | Aug |
|--------------------------------|-----|-----|-----|-----|
| [Progress bars for each month] | | | | |

NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)*
01/01/2023 - 12/31/2025 | Placement ID: PM00001503
Bedlam Hospital **Acute Care** [View Placement Details](#)

Timesheets

| 100h 30m | 45h 45m | 18h 40m |
|-------------|----------|--------------|
| Total hours | Approved | Not Approved |
| | | |

Add Time Entry

Compliance 09 [View All](#)

33% **3/9 Requirements Completed**
5 document(s) need attention

Pre-placement Tasks 19 [View All](#)

Wishlist open for 101 - Demo Course
Mock Rotation - 3 (10/10/2023 - 01/15/2025)
[Submit Preferences](#)
Due on 02/01/2025

Wishlist open for 101 - Demo Course
Mock Rotation - 1 (07/19/2022 - 09/17/2026)
[Submit Preferences](#)
Due on 02/28/2025

My Coursework 8

[View All Coursework](#)

School Resources | Explore Clinical Locations | School Contacts

2. The system will display all courses you are registered for.
3. If you wish to see the courses that require placement click on Require Placement tab
4. The page will always list any current placements at the very top, followed by upcoming placements, and completed placements last.

Require Placement Do Not Require Placement

10 Results Found

| COURSE DETAILS | TION | PLACEMENT DETAILS | LOCATION AND SETTING DETAILS | MAY NEED ATTENTION | ACTION |
|--|------|---|---|--|--------------|
| DPT 800 - Clinical Practice I* Current | | Clinical Practice I Aug 22, 2022 - Dec 31, 2025 | Abundant Health - Main Hospital (Geocoding Enabled, lo... Acute Care | Attestation pending | View Details |
| DPT 850 - Clinical Practice II* Current | | Clinical Practice II Jan 1, 2023 - Dec 31, 2025 | Abundant Health - Main Hospital (Geocoding Enabled, lo... Acute Care | Attestation pending | View Details |
| DPT 850 - Clinical Practice II* Current | | Clinical Practice II Jul 11, 2024 - Sep 30, 2024 | Allsports - Warren Neuro | Attestation pending | View Details |
| 10 - Wishlist Course | | - | - | My Request closes on Dec 31st, 2025 12:00 AM EST Wishlist closes on Dec 31st, 2025 12:00 PM EST | View Details |
| 101 - Mock Course | | - | - | - | View Details |
| DPT 900 - Clinical Practice III* | | - | - | - | View Details |
| DPT 900 - Clinical Practice III* | | - | - | - | View Details |
| DPT 950 - Clinical Practice IV* | | - | - | - | View Details |
| PT Demo 800 - Clinical Practice I (Forms and Evaluations)* | | - | - | - | View Details |
| RDSL08201/2 - SEL /II | | - | - | - | View Details |

5. Select the placement that you need to complete a My Request form for by clicking View Details.

| COURSE DETAILS | PLACEMENT DETAILS | LOCATION AND SETTING DETAILS | NEEDS ATTENTION | ACTION |
|--------------------------------|-------------------|------------------------------|---|--------------|
| ANST 709D - Anesthesiology ICU | - | - | My Request closes on Mar 31st, 2023 10:55 PM... | View Details |
| ANST 709D - Anesthesiology ICU | - | - | - | View Details |

6. You will find a My Request section towards the bottom of the page.

- a. You will see a minimum and maximum number of requests you are able to make for each course. These limits have been set by your program.

7. To initiate a request, click +Add Request.

My Requests

ANST 709 Placement Request Form Closes on Mar 31st, 2023 10:55 PM EST
Minimum required - 1 Maximum allowed - 15

+ Add request

8. 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.

Instruction

View Instruction

9. The request form will contain multiple sections. Click Submit once done to finalize your request and send it to your school. Once you Submit, you will not be able to edit the form.

- a. You can always Save your progress and complete the form at a later time.
- b. You can wipe the form clean to start over by clicking Clear All.

c. Please note, the sections you see may differ from those in the screenshot below.

10. Once you have saved or submitted a request, your program will be able to review them. As your program reviews them, you will receive updates via email.

11. The status may change to any of the following:

a. Placement Confirmed: Your school has completed their review and secured a clinical placement for you with the requested clinical site or preceptor.

b. Request Not Approved: our school has completed their review of your request and will not be able to secure a clinical placement for you with the requested clinical site or preceptor.

c. Need More Information: Your school needs additional details, make sure to review comments provided.

12. To view any comments provided by your school or add comments for them to view, click on the site request. The form will show you to latest comment, but you can click on View all Comments

to see all updates. To add a comment, click on the + icon.

← My Request for NURS 960 | Request Not Approved

Instruction [View Instruction](#)

Basic Information

Duration(hours) * 200 Partial/Full * Partial

Location Information

Location Name * Alliance Medical Center Site Name Contact First name * Monica Contact Last name * Ayers

Email * Business phone * Business fax Website

Overall Status Edit student response
Mar 31, 2022 9:26 AM EST

Comments +
[View all comments\(1\)](#)

Megan Freeland Mar 27th, 2022
Proceeding with request to place at Oasis. Will return to this request if Oasis is unsuccessful

Accessing My Requests from the New Student Dashboard:

1. Wishlists are also displayed on the new student dashboard in the Pre-Placement Tasks section.

Dashboard

Good Afternoon, Don Barrett, Donte(Grad)* Barrett Exxat Sales (Nursing)

My Placements 10 Today

NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)*
01/01/2023 - 12/31/2025 | Placement ID: PM00001503
Bedlam Hospital Acute Care

Compliance 09 View All
33% 3/9 Requirements Completed
3 document(s) need attention

Pre-placement Tasks 19 View All
Wishlist open for 101 - Demo Course Mock Rotation-3 (10/10/2023 - 01/15/2025)
Submit Preferences Due on 02/01/2025
Wishlist open for 101 - Demo Course Mock Rotation - 1 (07/19/2022 - 09/17/2026)
Submit Preferences Due on 02/28/2025

My Coursework 8

2. To fill out Wishlists from your new student dashboard, click on the View All hyperlink.

The dashboard displays the user's profile (Barrett, Donte(Grad)*), experiential progress (157h 22m total approved hours, 20 total approved logs), and a list of placements. The 'My Placements' section shows a placement at Bedlam Hospital for Acute Care, with a status of 'Current' and 'Not Compliant'. A 'Timesheets' summary shows 100h 30m total hours, with 45h 45m approved and 18h 40m not approved. The 'Compliance' section shows 33% completion of requirements, with 3 documents needing attention. The 'Pre-placement Tasks' section lists several tasks, including 'Mock Rotation-3' and 'Mock Rotation-1', with due dates and 'Submit Preferences' buttons.

3. A window containing all of the active wishlists assigned to your placements will open. You can check the related course and rotation within each wishlist card. You can also view the due date for each wishlist.

The 'Pre-placement Tasks' window is open, displaying a list of wishlists. Each card includes the course name, rotation details, a 'Submit Preferences' button, and a due date. The second card, 'Mock Rotation-1 (07/19/2022 - 09/17/2026)', is highlighted with a pink border. The 'Submit Preferences' button and the due date 'Due on 02/28/2025' are also highlighted with pink boxes.

4. Click on the Submit Preferences option to open the My Request and submit your preferences.

The dashboard shows a user profile for Don Barrett, an Advanced Practice/DNP with ID 788395. It lists completed placements (02) and experiential progress (157h 22m total approved hours, 20 total approved logs). A 'My Placements' section shows a current placement at Bedlam Hospital for Acute Care. A 'Pre-placement Tasks' sidebar lists several tasks with 'Submit Preferences' buttons highlighted in pink.

The form is titled '101 - Demo Course Spring 2025 My request' and includes fields for 'Basic Information' (Course Start - End Date, Speciality, Sub-speciality, Duration) and 'Location Information' (Location Name, Site Name, Contact details, Address, Zip code). A 'Comments' section on the right is currently empty.

What happens after My Request is submitted:

Depending on how your school has set up the review process

- The school placement team will start the review process
- As your program reviews them, you will receive updates via email
- The status may change on basis of the current stage of the review process
- Students can view any comments provided by the school or add comments for them to view

- For any other assistance regarding placement, students can reach out to the placement team

Please take note that the Exxat team is not participating in the review process of any kind. You should contact the school directly if you have any questions concerning the projected time of completion or compliance-related issues.