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.

\equiv Dashboard	🗱 💮 🖳 Chat 🛛 📢 🐼 Ask Leo 🐃 Donte(Grad)* Barrett Exxat Sales (Nursing) 🗠
JE,	Explore the new student homepage experience. Switch to New
	Attestations (2)
exxat PRISM	Contract Review : (Due date : 03/24/2026) I have read and understand the contractual agreement between the school and my assigned clinical site
Message(s) from your school (5)	Accuracy of information : (Gue date : 03/31/2027) Lattest that all information entered into my profile is accurate and true LAgree
Dont forget your compliance 11/01/2024 Grad Curriculum Mapping Course* Don't forget to check your compliance documents Show More	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 S Documents need attention
Job Fair 10/30/2024 Didactic Course [®] We are hosting a hiring event for current and former students, please come out and find yourself some paid Show More	Coursework Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education
Food drive 08/07/2024 Come visit our weekly Food drive!	School Resources Access resources provided by your academic program 20 Explore Clinical Locations Find and learn more about the clinical sites associated with your academic
Job Fair 05/03/2024 Grad Course 1 (FNP log, All forms,Timesheet)* Via are been a bidge second for success and former	Resources shared
students, please come out and find yourself some paid Show More	School Contacts Review contact information for the faculty and staff Review contact information for the faculty and staff
School is closed on November 10th - Veteran's Day (observed) 10/17/2023 Please note the School will be closed on Friday, November	from your program Contacts shared

OR

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

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Profile			
Compliance			
🕾 Coursework			
Learning Activities			
👚 School Resources			
🚊 Explore Clinical Locations			
School Contacts			
Subscriptions			

OR

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



- 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.

Requesting Placement via My Request

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PT Demo 800 - Clinical Practice (Forms and Evaluations)* - - View Details RDSL08201/2 - SEL //II - <td>DPT 950 - Clinical Practice IV*</td> <td></td> <td>-</td> <td>-</td> <td></td> <td>View Details</td>	DPT 950 - Clinical Practice IV*		-	-		View Details	
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	RDSL08201/2 - SEL I/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.



- 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.

\leftarrow Requests for Chil	d Health and Wellne	ss Placements			
				Clear All Save	Submit
Instruction			View Instruction		
Basic Information			^	Comments	+
Duration(hours) *	Partial/Full *	•	^	No comments added click + comments	button to add
Location Name *	Site Name	Contact First name *	Contact Last name *		
Email *	Business phone *	Business fax	Website		
Address Line 1 *	Address Line 2	City *	State *		

- 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.

My Requests					
Requests for FNP Practicum I Closes on Dec 31st, 2025 12:00 PM EST Minimum required - 1 Maximum allowed - 4	+ Add request				
Clearwater Valley Hospital - Family Medicine Duration: 120 hours E Layton Callahan School Comment to students comment:	Placement Confirmed				
Biomed Regional Duration: 120 hours È Beulah Rodriguez School Please fill the preceptor license details comment:	Under Review				

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.

Instruction			View Instruction	Overall Status Edit student response
Basic Information			^	Mar 31, 2022 9:26 AM EST
Duration(hours) *	Partial/Full *			Comments +
200	Partial	~		View all comments(1)
Location Information			^	Megan Freeland Mar 27th, 2022
Location Name *	Site Name	Contact First name *	Contact Last name *	Proceeding with request to place at Oasi s. Will return to this request if Oasis is uns
Alliance Medical Center		Monica	Ayers	uccessful

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		🗰 🕜 只 Chat 📢 🚫 A	sk Leo Donte(Grad)* Barrett Exxat Sales (Nursing)
	Good Afternoon, Don 👋 Nov 25, 2024			New Dashboard
	Edit Profile	May Jun	Today Image: Constraint of the second se	Compliance 9 View All
	donte.barrett@example.com (310) 984-1299 My Experiential Progress Completed Placements: 02 =⊙ 157h 22m ♀ 20	NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)*	Current View Placement Details	 Fre-placement Tasks 19 View All Wishlist open for 101 - Demo Course Mock Rotation-3 (10/10/2023 - 01/15/2025) Submit Preferences
	Total Approved hours Total Approved logs View Learning Activities		EO Timesheets 100h 30m 45h 45m 18h 40m Total hours Approved Add Time Entry	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
	Dont forget your compliance Grad Curriculum Mapping Course* Don't forget to check your compliance documents 11/01/2024	My Coursework 8		

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

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Requesting Placement via My Request



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.

≡ Dashboard	📰 🕜 🖵 Chat	× Pre-placement Tasks
Good Afternoon, Don Nov 25, 2024		Wishlist open for 101 - Demo Course Mock Rotation-3 (10/10/2023 - 01/15/2025) Submit Preferences Due on 02/01/2025
Edit Profile Advanced Practice/DNP* ID: 788395 Barrett, Donte(Grad)* (Don) Exaat Sales donte:barrett@example.com (310) 984-1299	My Placements 10 Today	Wishlist open for 101 - Demo Course Mock Rotation - 1 (07/19/2022 - 09/17/2026) Submit Preferences Due on 02/28/2025 Wishlist open for NUP Demo 199 - Grad Curriculum Manping Course*
My Experiential Progress Completed Placements: 02 €O 157h 22m ♀ 20	hours (Timesheets)* Current V Construction of the second s	Submit Preferences Due on 03/19/2025
Total Approved hours Total Approved logs View Learning Activities	EO Timesheets 100h 30m 45h 45m 18 Total hours Approved Ne Add Time Entry	Wishlist open for NUR Demo 113 - Grad Course 3 (FNP log, All forms, Timesheet)* Submit Preferences
Oracle Compliance Grad Curriculum Mapping Course* Don't forget to check your compliance documents 11/01/2024	My Coursework 8	Wishlist open for NUR Demo 113 - Grad Course 3 (FNP log, All forms, Timesheet)* Grad Course 3 (06/01/2023 - 12/31/2025) View Wishlist details Due on 10/31/2025

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

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\leftarrow 101 - Demo Course Spring 2	2025 My request Mock Rotation-3	[10/10/2023 - 01/15/2025]			
					Clear All Save Submit
Instruction			View	Instruction	
Basic Information				^	Comments +
Course Start - End Date *	Speciality *	Sub-speciality *	Duration(hours) *		
		•	•		
					No comments added click + button to add
Location Information				^	comments
Location Name *	Site Name	Contact First name *	Contact Last name *		
Email	Business phone	Business fax	Website		
Address Line 1*	Address Line 2	City *	State *		
				-	
Zip code *					

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.