

The Exxat Prism New Student Dashboard is designed to provide a comprehensive and user-friendly interface to manage academic and placement-related information. You can now efficiently access your profile details, track experiential progress, review announcements, and manage pre-placement tasks.

## New Student Dashboard Tutorial for Exxat Prism

16:22



Before you can begin using Exxat, you'll need to get invited to the system. In this document, we will demonstrate how to set up your account and familiarize yourself with the Exxat Prism System.

There are two types of login access:

- Standard Accounts: Utilizes a unique password to access your Prism account.
- Single Sign On Accounts(SSO): Utilizes your schools third party identity verification software to access your Exxat Prism account. No additional password creation is needed!

There are two types of dashboards you will see based on your access to the different programs you are enrolled in or working with.

- Access to Single Programs
- Access to Multiple Programs
- Reset Password

### ☐ Standard login:

1. You will receive an email from [notifications@exxat.com](mailto:notifications@exxat.com) in your inbox.

1. Click on the hyperlink to go to Exxat.

2. If the link does not work, copy and paste the URL provided in a new tab/window.

## Exxat Login Invitation for Aditya



Dear Aditya,

DPT uses Exxat to manage all aspects of your clinical education.

Please click here to activate your account: <https://steps.exxat.com/account/register?key=d9382694-0d35-ee11-a3f1-6045bdf054de> for username: mitss.adii@example.com.

Please watch the following [video](#) to learn how to set up your profile and upload compliance documents required by your program.

Sidharth

2. You'll be redirected to Exxat Prism. Enter your new password following the guidelines. Click on the Submit button once ready.



**Exxat**

Activate Your Account  
Setup your password

Enter new password\*

0 / 24

Re-enter password\*

0 / 24

SUBMIT

**Password guidelines**

1. Password must be minimum 8 characters.
2. Password must contain atleast 1 uppercase letter [A-Z].
3. Password must contain atleast 1 lowercase letter [a-z].
4. Password must contain atleast 1 base 10 digit [0-9].
5. Password must contain atleast 1 non-alphanumeric character.

3. You'll then get a confirmation message letting you know your password setup was successful.

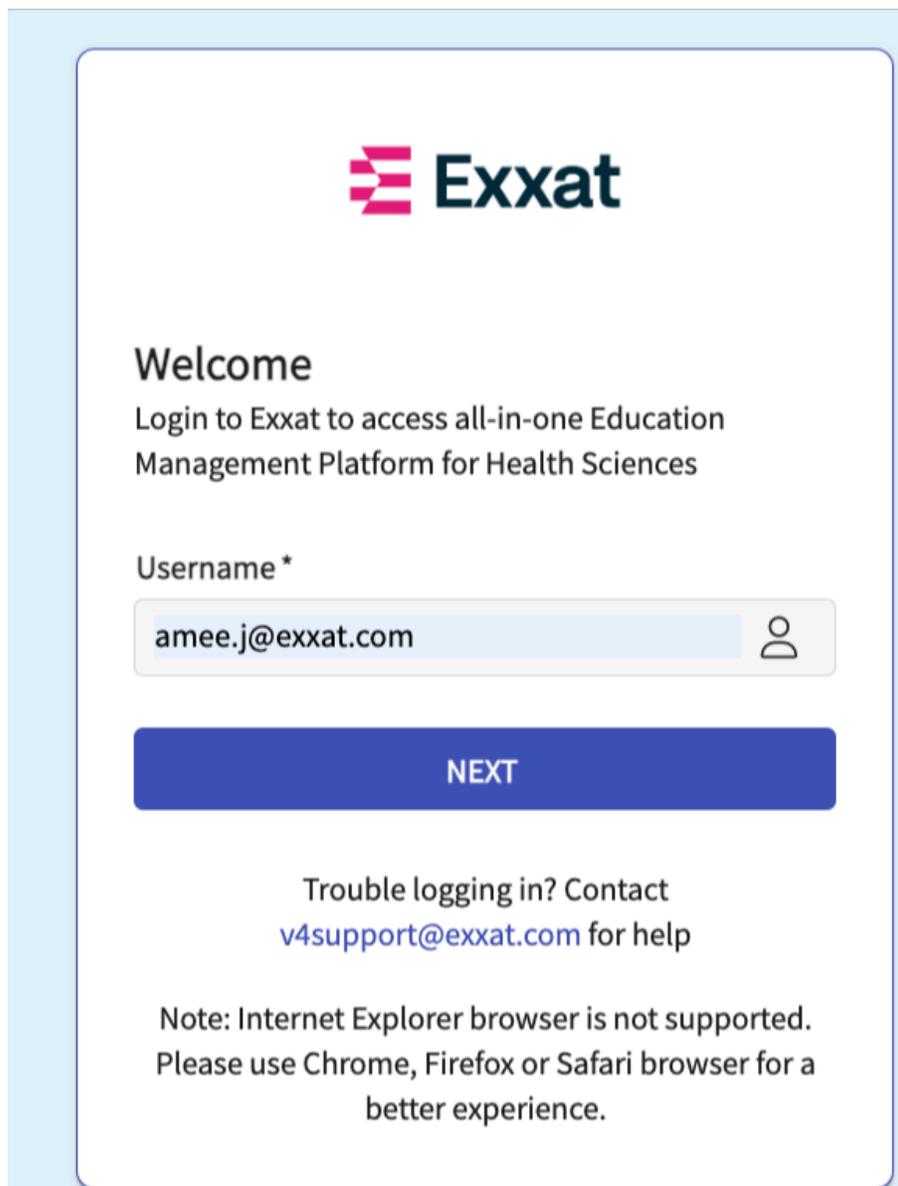
### The password is successfully setup!

Your account activation is in progress. You will shortly receive the confirmation email with your account details.

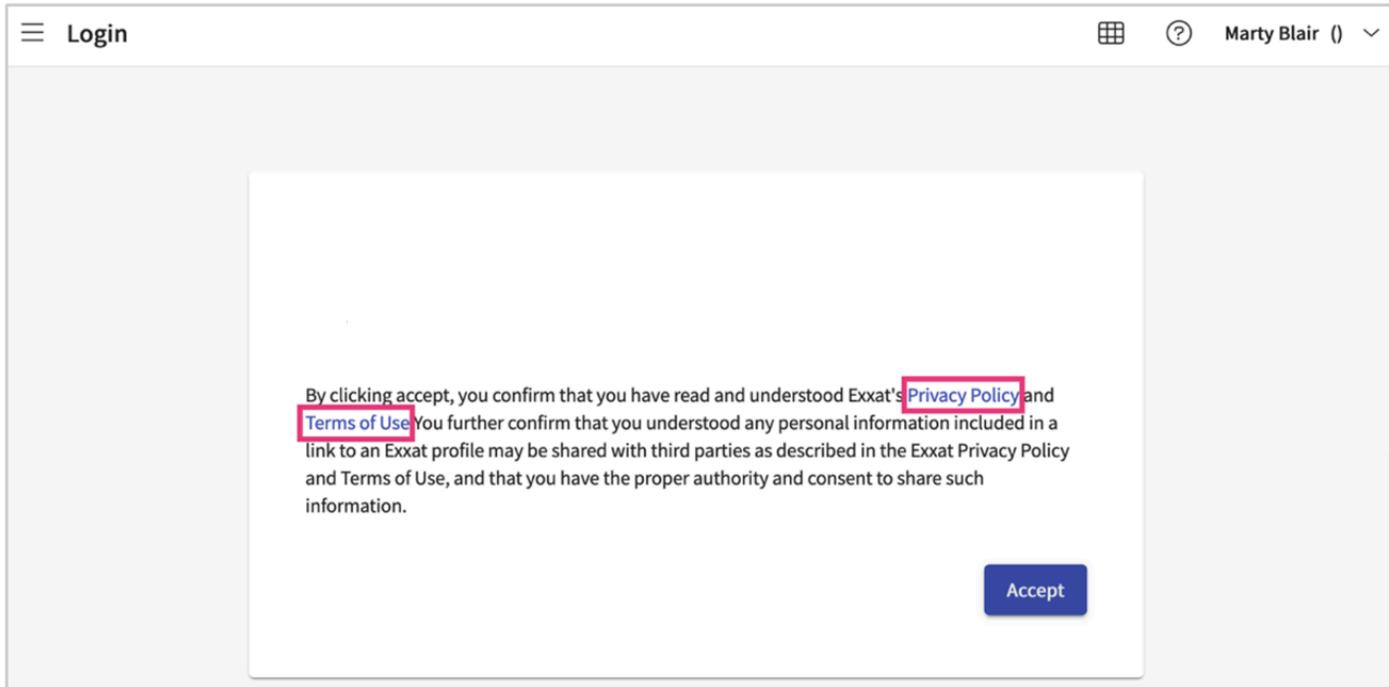
You can close this browser window.

4. You can now login to your account! Head on over to [exxat.com](https://exxat.com) and enter the email address for which you received the invitation, along with your password. Then click on the next button.

*Please note, Internet Explorer is not a supported browser.*

A screenshot of the Exxat login page. At the top center is the Exxat logo, which consists of a stylized 'E' made of three horizontal bars in red and blue, followed by the word 'Exxat' in a bold, dark blue sans-serif font. Below the logo, the word 'Welcome' is written in a large, bold, dark blue font. Underneath that, the text 'Login to Exxat to access all-in-one Education Management Platform for Health Sciences' is displayed in a smaller, dark blue font. A 'Username\*' label is positioned above a text input field. The input field contains the email address 'amee.j@exxat.com' and has a small person icon to its right. Below the input field is a large, solid blue button with the word 'NEXT' in white, uppercase letters. At the bottom of the form, there is a link for help: 'Trouble logging in? Contact [v4support@exxat.com](mailto:v4support@exxat.com) for help'. A note at the very bottom states: 'Note: Internet Explorer browser is not supported. Please use Chrome, Firefox or Safari browser for a better experience.'

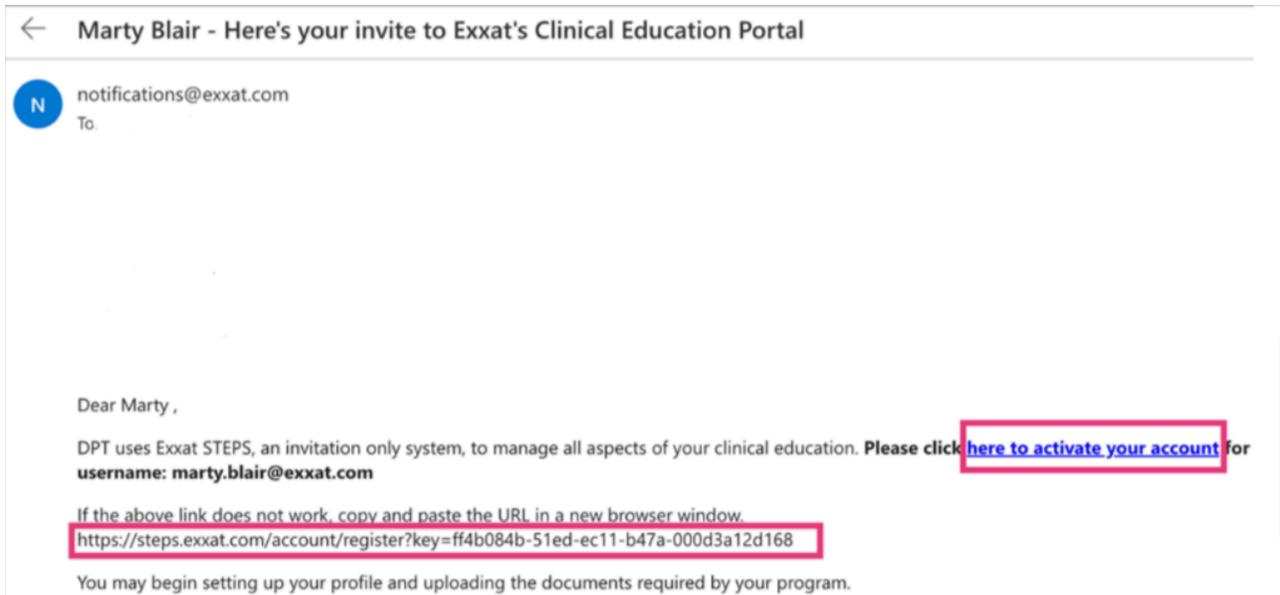
5. Before you can login, you must agree to Exxat's Privacy Policy and Terms of Use. Click on the privacy policy and terms of use hyperlinks to view the related documents. Click on the Accept button when you are ready.



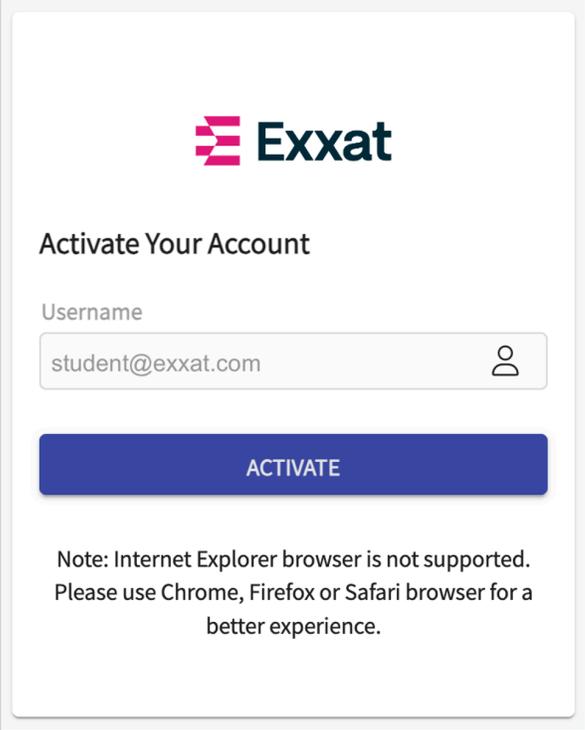
6. To get familiar with Exxat Prism, read the [Navigating Exxat](#) section below.

## Single Sign On Login

1. You will receive an email from [notifications@exxat.com](mailto:notifications@exxat.com) in your inbox.
  1. Click on the hyperlink to go to Exxat Prism.
  2. If the link does not work, copy and paste the URL provided in a new tab/window.



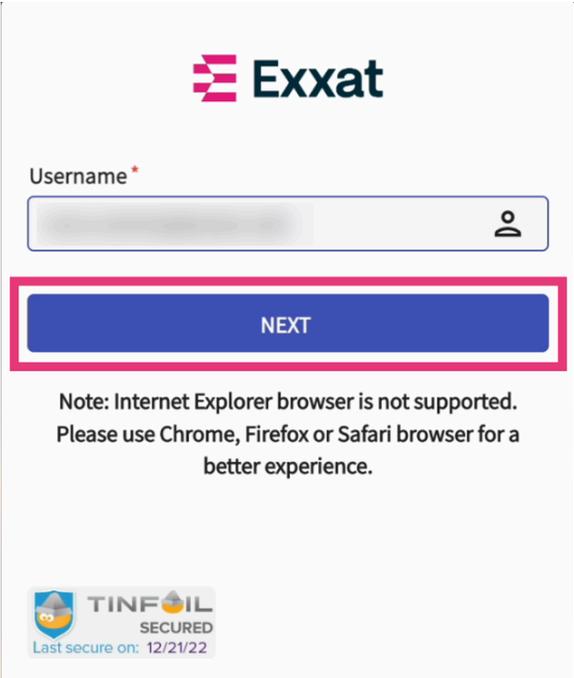
2. You'll be redirected to Exxat. Click on the Activate button.



The image shows a web form for activating an Exxat account. At the top is the Exxat logo. Below it is the heading "Activate Your Account". There is a "Username" label above a text input field containing "student@exxat.com". To the right of the input field is a person icon. Below the input field is a large blue button with the text "ACTIVATE". At the bottom of the form is a note: "Note: Internet Explorer browser is not supported. Please use Chrome, Firefox or Safari browser for a better experience."

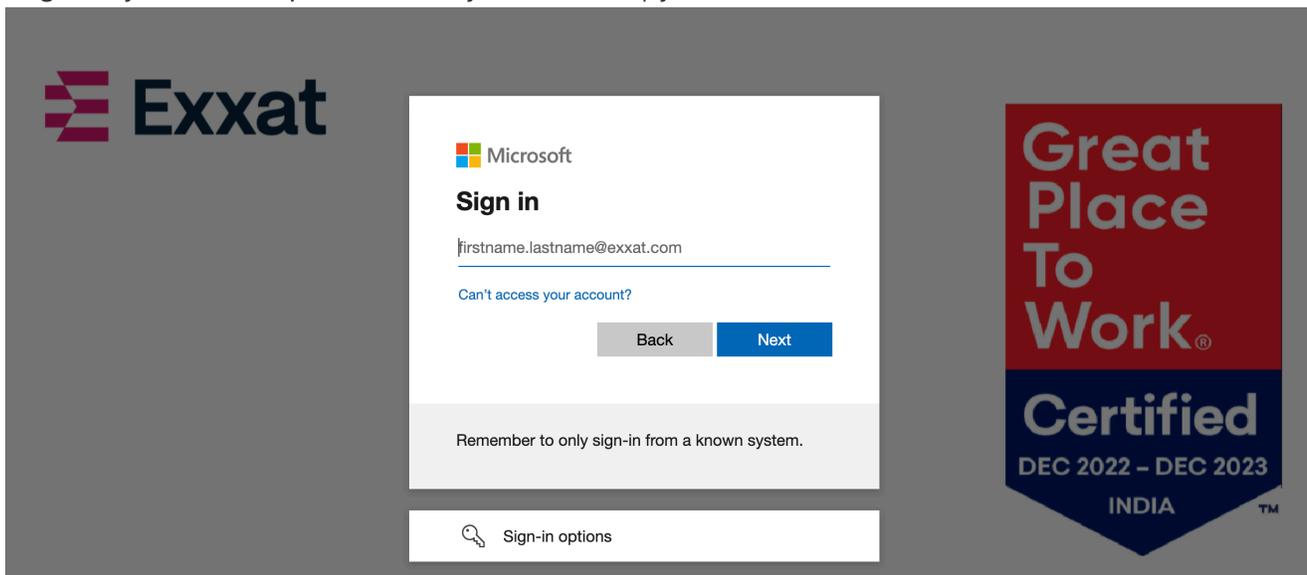
1. The system will inform you that your account activation is in progress. You will receive a notification once your account is ready for you to access.
2. To login to your account, go to [exxat.com](https://exxat.com) and enter your school email address in the username field, then click on the Next button. You will be redirected to your school's login page.

1. *Please note, Internet Explorer is not a supported browser.*

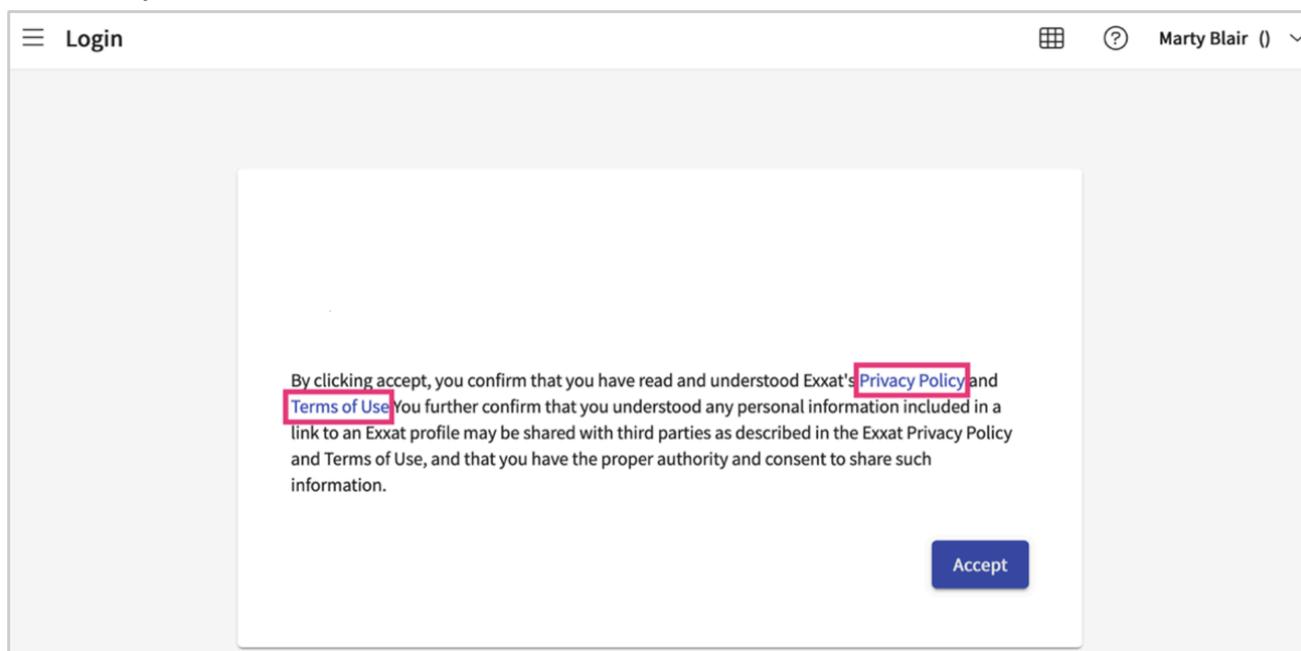


This image is similar to the first one, showing the Exxat account activation form. The Exxat logo is at the top, followed by the heading "Activate Your Account". The "Username" label is above an input field that is currently empty. A person icon is to the right of the input field. The "NEXT" button is highlighted with a red rectangular border. The note about browser support is at the bottom. At the very bottom of the page, there is a "TINFIL SECURED" logo and the text "Last secure on: 12/21/22".

1. Login to your school portal. Once you are done, you'll be redirected to Exxat Prism.



2. Before you can login, you must agree to Exxat's Privacy Policy and Terms of Use. Click Accept when ready.



3. To get familiar with Exxat Prism, read the [Navigating Exxat](#) section below.

## Access to Single Programs

When you first log in using your login credentials you will land on the Exxat Prism Dashboard

Dashboard

Good Afternoon, Don  
Nov 18, 2024

Advanced Practice/DNP\* | ID: 788395  
**Barrett, Donte(Grad)\* (Don)**  
Exxat Sales  
donte.barrett@example.com | (310) 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

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

Timesheets  
100h 30m Total hours  
45h 45m Approved  
18h 40m Not Approved

Add Time Entry

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

Pre-placement Tasks 20  
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

Announcements 05  
Don't forget your compliance  
Grad Curriculum Mapping Course\*  
Don't forget to check your compliance documents  
11/01/2024

Job Fair  
Didactic Course\*  
We are hosting a hiring event for current and former students, please come out and find...  
10/30/2024

Food drive  
Come visit our weekly Food drive!  
08/07/2024

My Coursework 8  
View All Coursework

School Resources  
Access resources provided by your academic program

Explore Clinical Locations  
Find and learn more about the clinical sites associated with your academic program

School Contacts  
Review contact information for the faculty and staff from your program

Exxat Prism Learning Hub  
Access help documents, video tutorials, and FAQs

Need More Assistance?  
Here are some ways we can help!

Get Support  
Raise a support ticket with us

Chat with Agents  
Chat with one of our agents

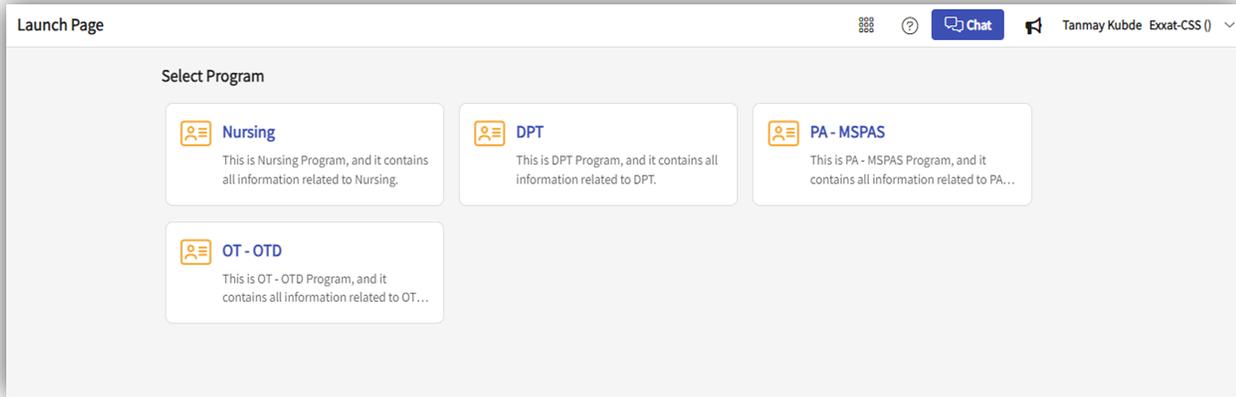
Ask Leo  
Get help from our AI Assistant

## Access to Multiple Programs

Your school may want to provide you access to multiple programs.

Your school can achieve this by setting up dual enrollment access for you.

If they set up dual enrollment access for your account, when you login you will be taken to a page like this one:



You can click on one of the program cards to access the dashboard of that program.

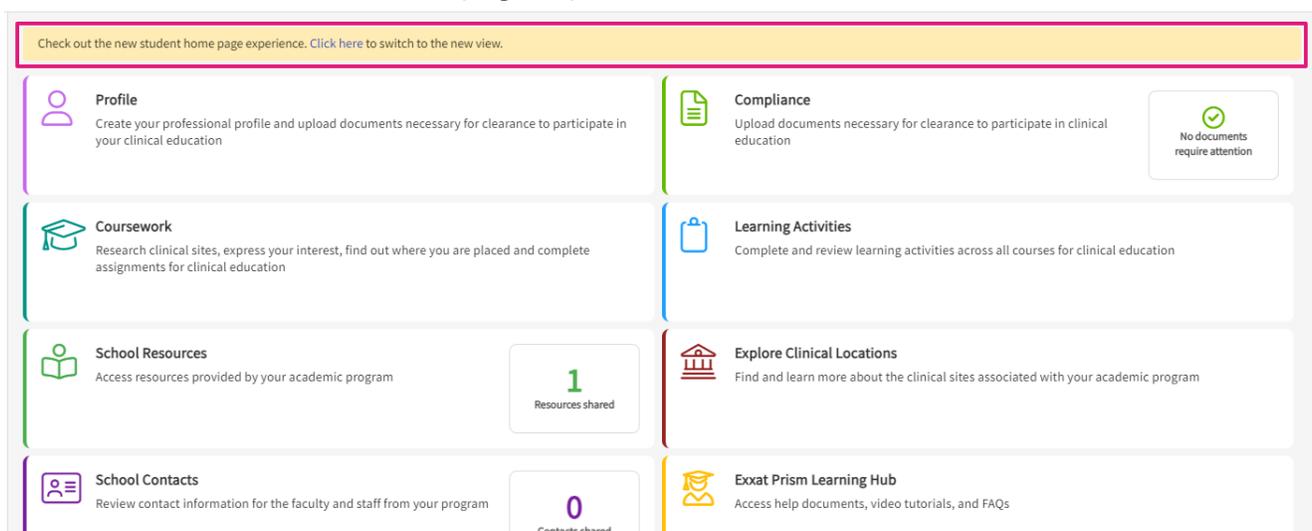
### Please Note -

- Your Profile will not be synchronized across all programs. You will need to update your profile details separately within each program.

## Accessing New Student Dashboard

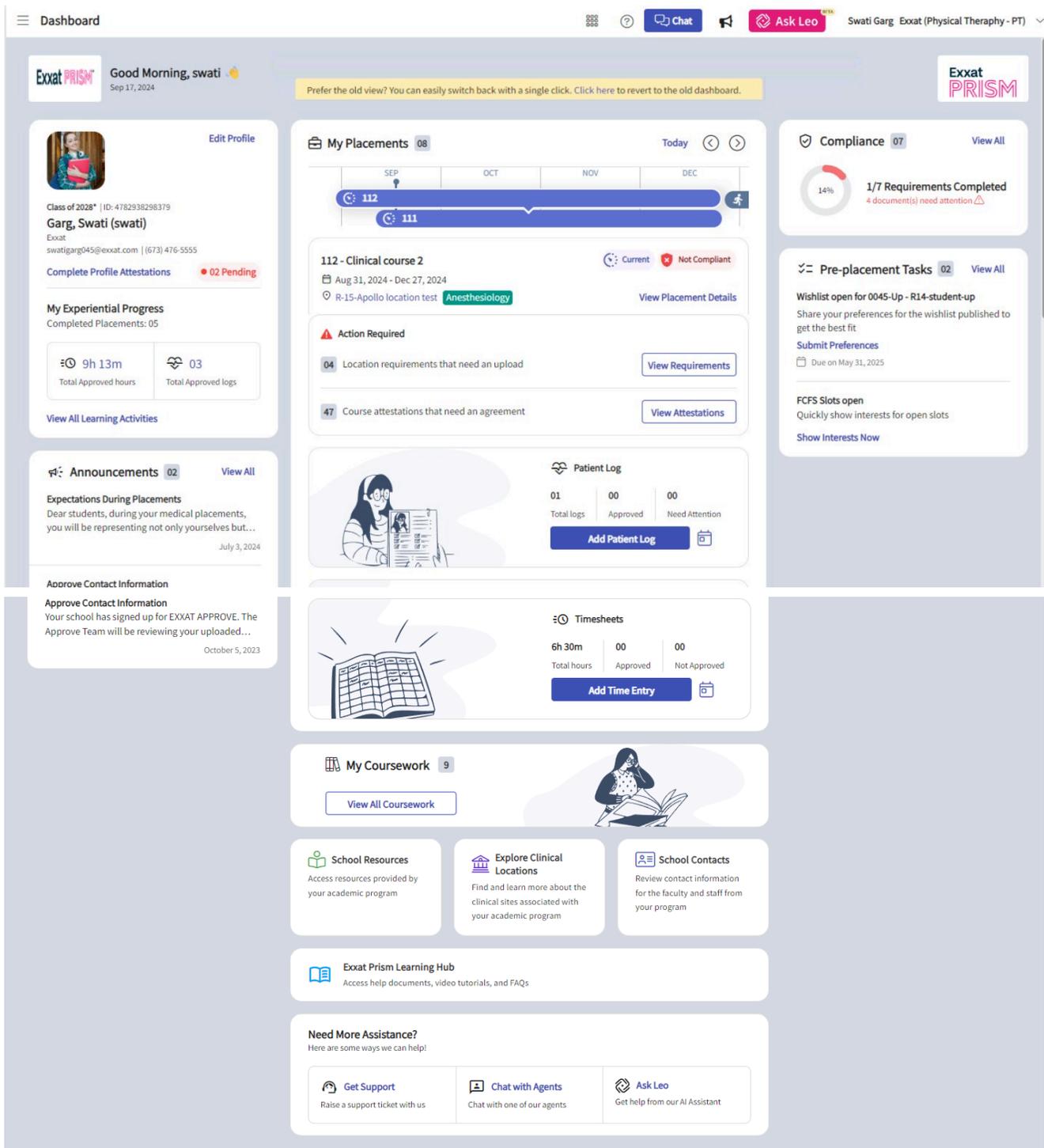
To access the new student dashboard, perform the following steps:

- Log-in to Exxat PRISM by specifying your username and password or using your SSO if configured.
- On the dashboard, click **Click here** on the following message:  
*Check out the new student home page experience. Click here to switch to the new view.*



- The new student dashboard is displayed.

**Note:** Click **Click here** displayed in the "*Prefer the old view? You can easily switch back with a single click. Click here to revert to the old dashboard.*" message to revert back to the old dashboard.



## Exploring New Student Dashboard

The new student dashboard is divided into three sections, Left pane, right pane and middle pane. You can view the following details:

- **Left Pane:** The left pane displays your Profile Information, Experiential Progress, and Announcements.
- **Middle Pane:** The middle pane displays My Placements, School Resources, School Contacts, and Explore Clinical Locations sections.

- **Right Pane:** The right pane displays Compliance and Pre-placement Task information.

The screenshot displays the Exxat Prism dashboard for a student named Swati Garg. The dashboard is divided into three main panes:

- Left Pane:** Contains the student's profile information, including a profile picture, name (Garg, Swati), ID (swa123), and contact details. It also shows 'My Experiential Progress' with 'Total Approved hours' (3h 0m) and 'Total Approved logs' (00h 00m). Below this is an 'Announcements' section with recent updates.
- Middle Pane:** Titled 'My Placements', it shows a calendar view for the current year. A specific placement is highlighted: 'DPT 800 - Clinical Practice I' from Jul 8, 2025, to Jul 11, 2030, at Kessler Institute for Rehabilitation (Mariton). It includes an 'Action Required' section for location requirements and course attestations, and a 'Preceptor' card for Tyler Arenas.
- Right Pane:** Contains 'Compliance' and 'Pre-placement Tasks' sections. The compliance section indicates no requirements are configured. The pre-placement tasks section shows a 'Wishlist open for DPT 800 - Clinical Practice I' with options to share preferences and submit preferences.

- **Profile Information:** On the top left side of the student dashboard, you can view the following details about your profile:

- **Profile Picture:** Displays your profile photo if you have uploaded.
- **Student Details:** Includes Cohort, ID, Your Name, University Name, Email ID, and Phone Number.
- **Edit Profile:** Click **Edit Profile** to view and edit your profile details. For more information, go to [Completing Your Student Profile](#).
- **My Experiential Progress:** Displays the number of **Total Approved hours** and **Total Approved logs**.

**Note:** Details are displayed only if you configure it to be displayed in the **My Experiential Progress** section.

- Click **Total Approved hours** to view and edit timesheet related information. For more information related to timesheets, go to [Completing Timesheets > Timesheet Reports](#).  
[<<Add info>>](#)

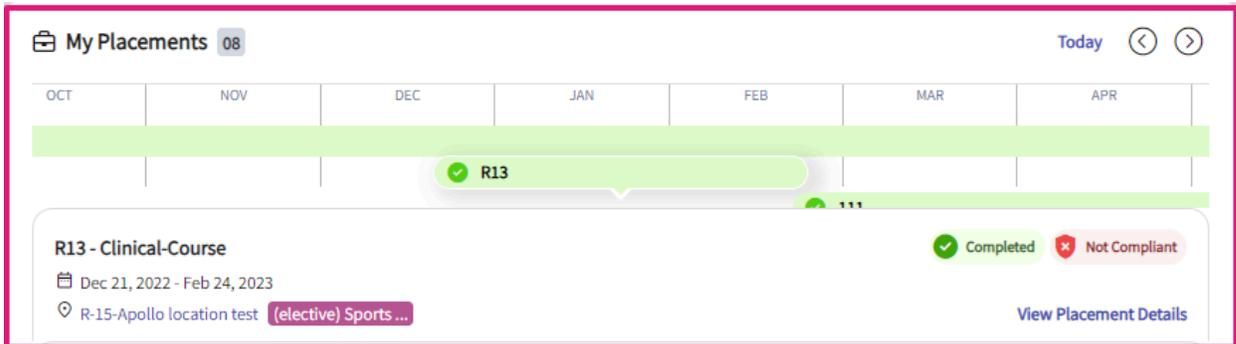
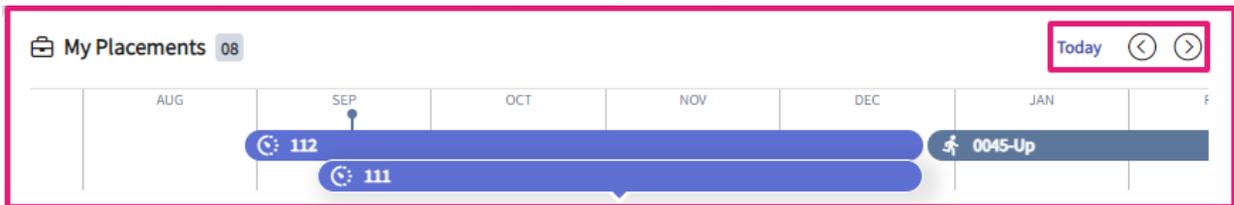
- Click **Total Approved logs** to view and edit patient log related information. For more information related to patient log, go to [Completing Patient Logs](#).

**Note:** The above cards are configurable based on the domain requirements. In cases where patient logs or timesheets are not utilized, these cards are not displayed.

Additionally, for domains where patient logs are tracked by total hours rather than counts, the cards will display hours instead of counts. If neither patient logs nor timesheets have been set up for a course offering, then these cards are not displayed.

- **View All Learning Activities:** Click **View All Learning Activities** to access **Learning Activities** tab to explore all the feature available within the tab.
- **Announcements:** On the left side of the student dashboard, you can view the announcements for your course or placements latest date order.

- Click **View All** to open the **Announcements** drawer on the right side of the dashboard to view all the announcements.
- Click **Show More** to read full details of the announcement.
- **My Placements:** On the top of the middle pane, the following details are displayed:
  - **Calendar View:** Displays placements in the calendar view. The calendar highlights the current date and if there are more than one placement, then you can navigate between placements using arrows. The details are updated according to the placement displayed in the calendar. Following are the tags displayed based on the status of the placement:
    - The upcoming placements are displayed in grey tags
    - The ongoing placements are displayed in blue tags
    - The completed placements are displayed in green tags



- **Details Card:** The details card displays course offering name, date, and placement location. You can hover on the location and click **View Direction** to open the location in google map. Click **View Placement Details** to view placement details for the course offering.

**My Placements** 08 Today

AUG SEP OCT NOV DEC JAN F

112 111 0045-Up

**111 - clinical course** Current Not Compliant

Sep 10, 2024 - Dec 27, 2024

Apollo Site (elective) Sports ... View Placement Details

**Action Required**

02 Location requirements that need an upload View Requirements

42 Course attestations that need an agreement View Attestations

**My Placements** 08 Today

AUG SEP OCT NOV

112 111

**Apollo Site**  
2500 Arlington Ave Torrance CA United States 90501  
View Directions

Current Not Compliant

View Placement Details

**Action Required**

02 Location requirements that need an upload View Requirements

42 Course attestations that need an agreement View Attestations

- **Action Required:** Displays the attestations and requirements information required for you to submit for your placement. Click **View Requirements** or **View Attestations** to agree and review the attestations.

**My Placements** 08 Today

AUG SEP OCT NOV DEC JAN F

112 111 0045-Up

**111 - clinical course** Current Not Compliant

Sep 10, 2024 - Dec 27, 2024

Apollo Site (elective) Sports ... View Placement Details

**Action Required**

02 Location requirements that need an upload View Requirements

42 Course attestations that need an agreement View Attestations

- **Upcoming Placement:** Includes course offering name, blue tag, compliance status, location, rotation details, clinical instructor, patient logs, and timesheet information. The following

options are displayed only for upcoming placements.

The screenshot shows a grid of contact cards. The top card is for a Clinical Instructor, Jenny Fleeks, with her name, title, phone number, email, and a 'Preceptor' tag. Below it are two 'Other Contacts' cards: one for Rupali Khalse, a 'Location contact', and one for Gary Bowling, a 'Placement Faculty'. A 'View All' link is visible in the top right of the contact grid.

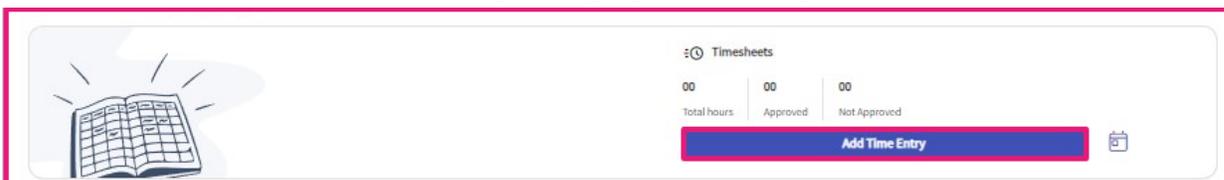
- **Current and completed Placement:** Includes course offering name, blue tag, compliance status, location, rotation details, clinical instructor, patient logs, and timesheet information. You can view the following options if your university admin has configured it for you:
  - **Patient Logs:** Configurable cards that display total logs, approved logs, and need attention for the patient logs. Click **Add Patient Log**.

The screenshot shows a 'Patient Log' card with a header icon of a person reading. Below the header are three columns: 'Total logs' (00), 'Approved' (00), and 'Need Attention' (00). A prominent blue button labeled 'Add Patient Log' is at the bottom, with a calendar icon to its right.

- In the **Add Patient Log** drawer, click **Save**, **Submit** or **Download as PDF** as required.

The screenshot shows the 'Add Patient Log' form. It includes a warning about encounter dates (Dec 21, 2022 to Feb 24, 2023). The form is divided into sections: 'Encounter Details' with fields for clinical notes, date of encounter, and several questions about cultural and diversity considerations; 'Patient Information' with fields for age, disease and condition, environment of care, and ICD 10; and 'Interprofessional Practice' with a field for collaboration. 'Save' and 'Submit' buttons are at the bottom right.

- **Timesheets:** Configurable cards that display total, approved, and pending logs and hours. You can also add new logs and timesheets, view calendar, and access additional details.



1. Click **Add Time Entry**.
2. In the **Add Time Entry** drawer, specify the details.
3. Click **Save** or **Send for Review** as required.

- **Forms and Evaluations:** Displays the count of forms to be filled with **View All**.  
**Note:** The **Patient Logs**, **Timesheets**, and **Forms and Assignments** are configurable based on the domain requirements. In cases where patient logs or timesheets are not utilized, these cards are not displayed.



- **My Coursework:** Displays the total number of courses you are registered for. Click **View All Coursework** to view the coursework window.



- **School Resources:** Click here to view all the resources that the school has shared with you.
- **Explore Clinical Locations:** Click here to learn more about the clinical sites associated with your academic program.
- **School Contacts:** Click here to review the contact information for the faculty and staff from your program that is shared with you.
- **Exxat Prism Learning Hub:** Click here to view help documents, video tutorials, and FAQs for Exxat PRISM.
- **Need More Assistance:** Click one of the following if you need assistance:
  - **Get Support:** Allows you to raise a support ticket with PRISM.
  - **Chat with Agents:** Allows you to chat live with our PRISM support.
  - **Ask Leo:** AI help support that provides related information for your questions.

The dashboard features several navigation cards. At the top, there are three cards: 'School Resources' (with a book icon), 'Explore Clinical Locations' (with a building icon), and 'School Contacts' (with a people icon). Below these is a wide card for 'Exxat Prism Learning Hub' (with a book icon). At the bottom is a 'Need More Assistance?' section with the text 'Here are some ways we can help!' and three sub-cards: 'Get Support' (with a speech bubble icon), 'Chat with Agents' (with a person icon), and 'Ask Leo' (with a robot icon).

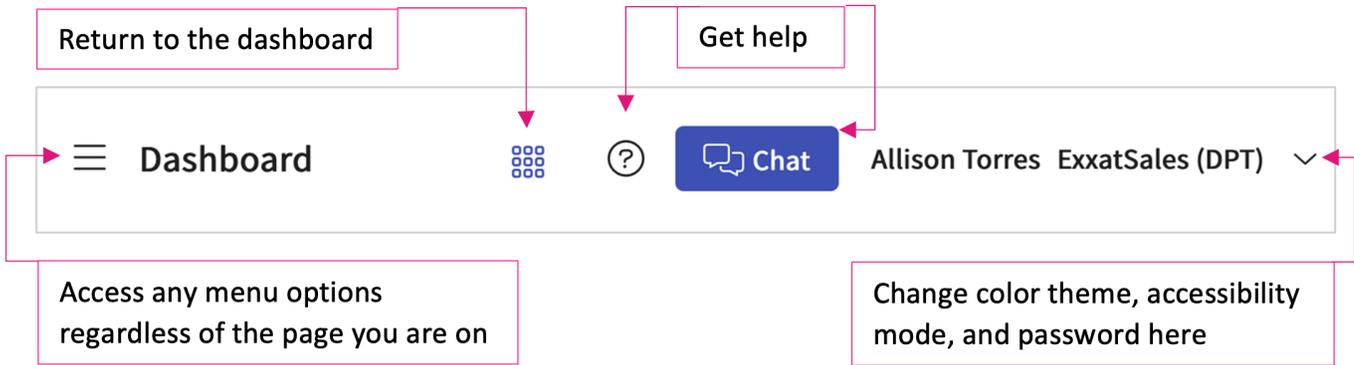
- **Compliance:** Displays the total number of documents approved versus the total assigned. Click the **View All** to access the **Compliance** section in a new tab.

The Compliance card features a shield icon, the title 'Compliance' with a '07' badge, and a 'View All' button. A progress ring shows 14% completion. Text indicates '1/7 Requirements Completed' and '4 document(s) need attention' with a warning triangle icon.

- **Pre-placement Tasks:** Displays the details of wishlists or my request that have been opened up for your registered course offerings as well as slots published by your school. The wishlists and my requests are sorted by the due date.  
**Note:** Two earliest wishlists are displayed in the dashboard, by default. To view all the wishlists, click **View All** in the **Pre-Rotation Tasks** section.

The Pre-placement Tasks card has a checklist icon, the title 'Pre-placement Tasks' with a '02' badge, and a 'View All' button. It lists a task: 'Wishlist open for 0045-Up - R14-student-up' with a 'Submit Preferences' button and a due date of 'Due on May 31, 2025'. Below, it shows 'FCFS Slots open' with a 'Show Interests Now' button.

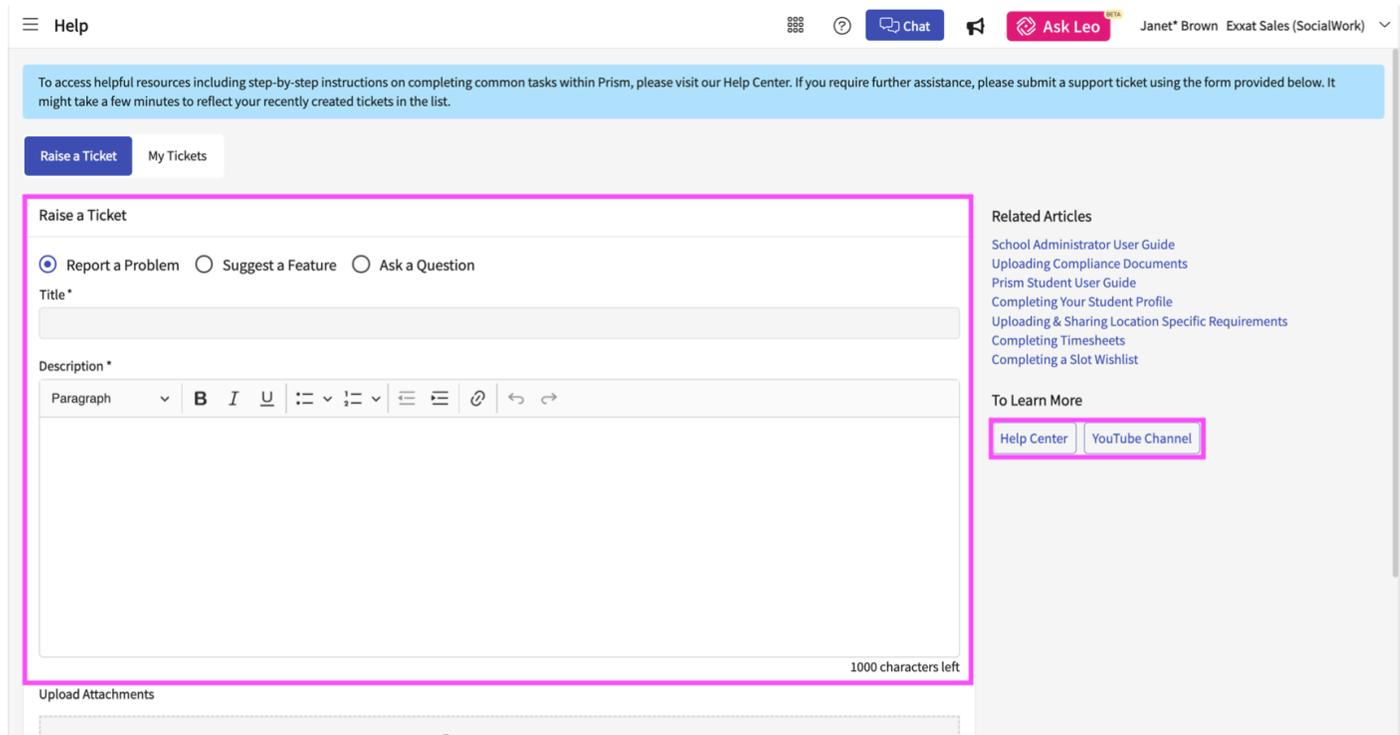
At the top of the page, you'll find the following:



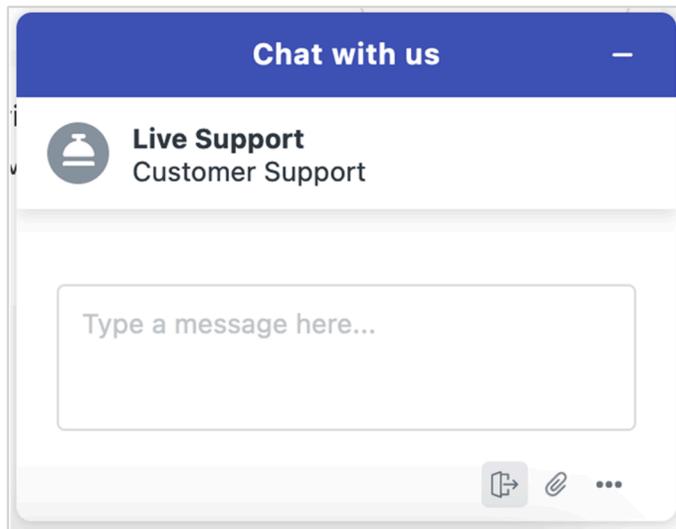
To get help, click on the question icon.



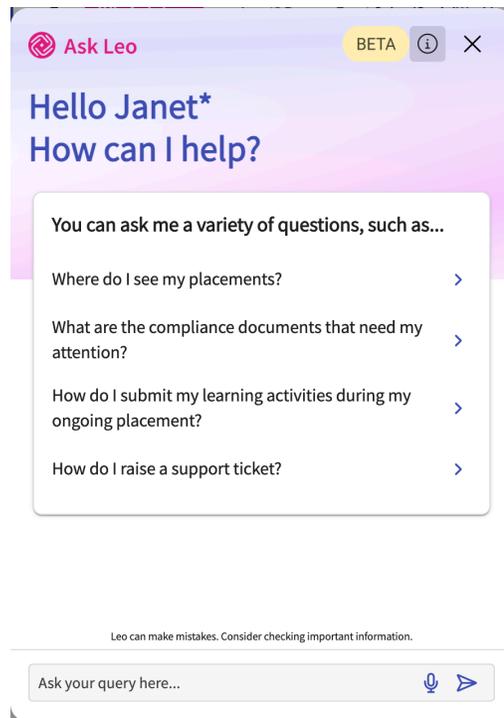
The **Help** page will give you access to Exxat's help center (how-to guides to help you use Exxat Prism) and provide you with the ability to submit tickets to our support team and view previously uploaded tickets.



6. Another way to connect with our support team is to use our chat feature, which is located at the top of the page. Click on the chat button and you will be connected with a member of our support team.



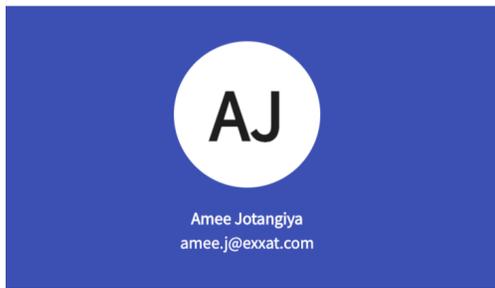
7. Click on the Ask Leo button to chat with our AI chatbot Leo. Please note that Leo is still learning, therefore for important questions please reach out to our support team at [prism-support@exxat.com](mailto:prism-support@exxat.com)



8. To change the theme, accessibility mode, or change your password, click the dropdown arrow next to your name.



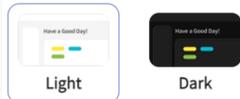
× User setting



Theme

Blue Purple High Contrast

Mode



Change password

Consent detail

last login Fri Mar 15 2024, 8:00:22 PM

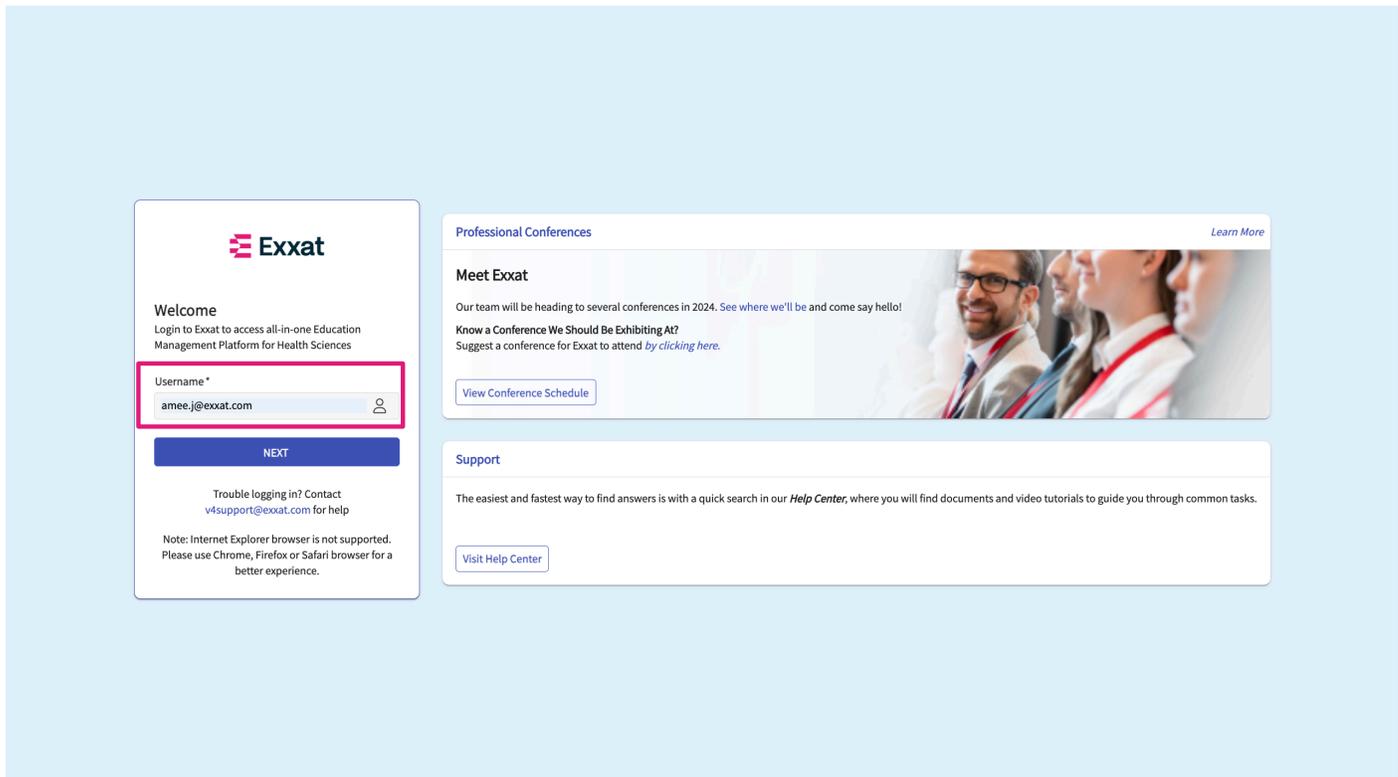
Logout



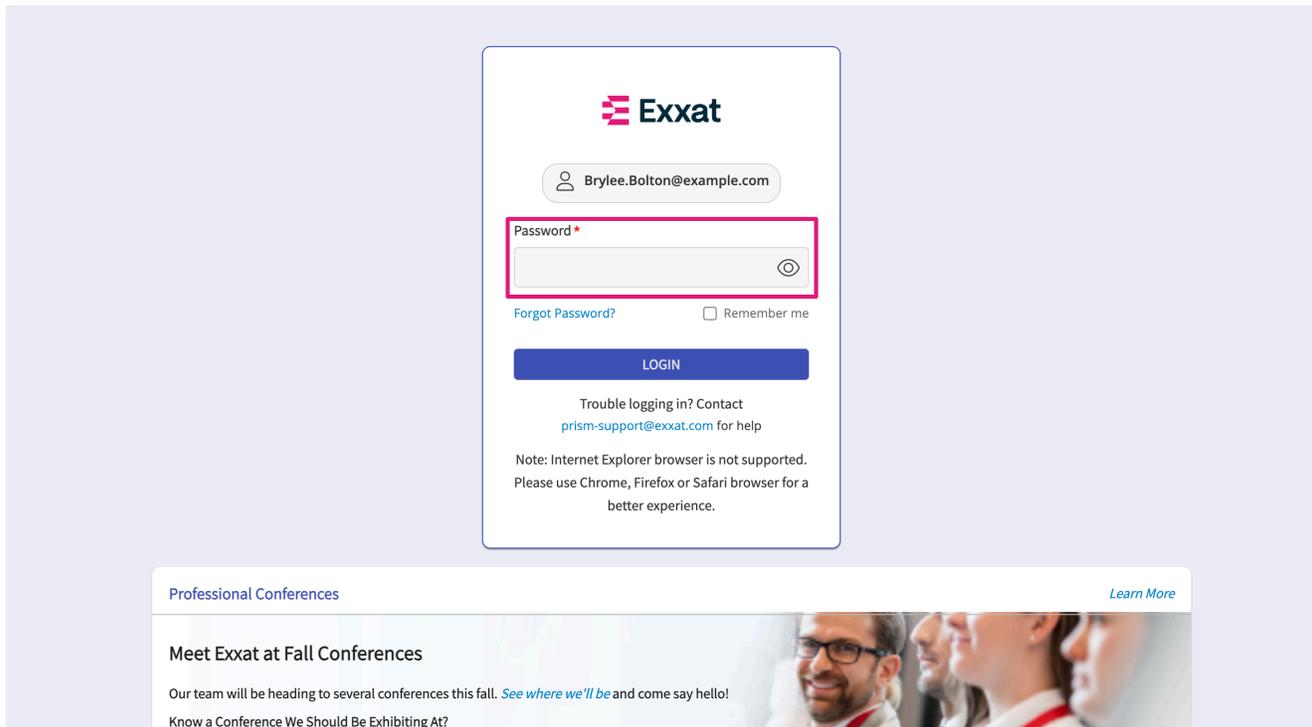
## Reset Password

If you have forgotten your password for Exxat Prism, you can easily reset it by following the below steps:

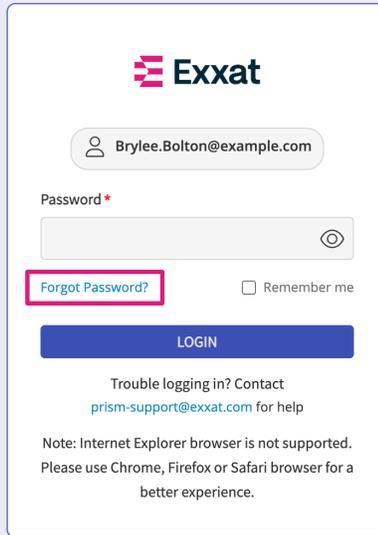
1. On the Exxat Prism login page (<https://login.exxat.com/>) enter your username / School email address.



2. The next screen will prompt you to enter your password.



If you've forgotten your Exxat Prism password, please click on the "Forgot Password" link.



The login form features the Exxat logo at the top. Below it is a text input field containing the email address 'Brylee.Bolton@example.com'. A 'Password\*' field is shown with a toggle icon. A 'Forgot Password?' link is highlighted with a red box. To its right is a 'Remember me' checkbox. A blue 'LOGIN' button is positioned below these fields. At the bottom, there is a link for 'prism-support@exxat.com' and a note about browser compatibility.

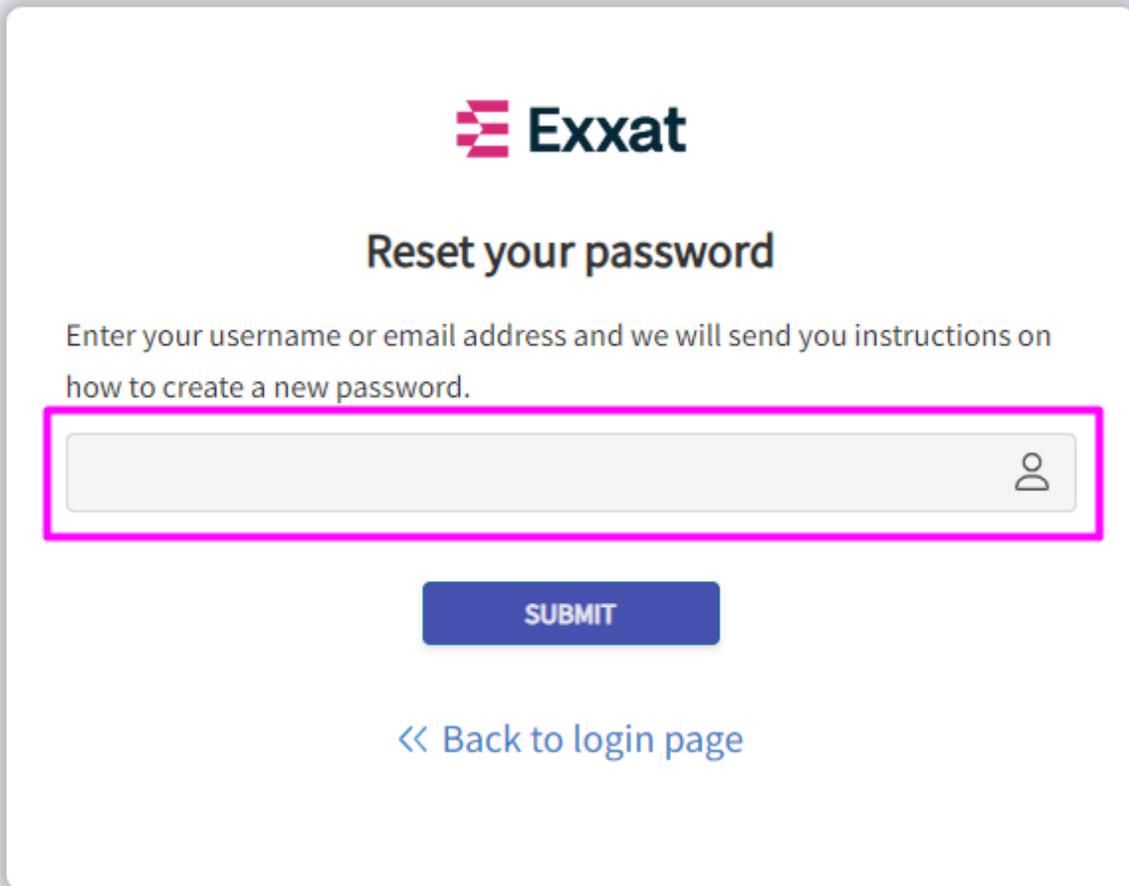
[Professional Conferences](#)

[Learn More](#)

### Meet Exxat at Fall Conferences

Our team will be heading to several conferences this fall. [See where we'll be](#) and come say hello!  
Know a Conference We Should Be Exhibiting At?

3. After clicking on "Forgot Password" you will be prompted to enter your username/email.



The password reset form displays the Exxat logo and the heading 'Reset your password'. Below this, a message states: 'Enter your username or email address and we will send you instructions on how to create a new password.' A text input field for the email address is highlighted with a red box. A blue 'SUBMIT' button is located below the input field. At the bottom, there is a blue link that says '<< Back to login page'.

4. An email will be sent to you from <notification@exxat.com> with instructions on how to create a new password. Click on "**Reset your password**" and follow steps to create a new password.

Hi Ayaz ,

We've received a request to reset your password.

If you didn't make the request, just ignore this message. Otherwise, you can reset your password

[Reset your password](#)

**Note: This link will expire in 5 minutes.**

5. Once you have created a new password you will be redirected to the login page again.

## Accessing the Old Student Dashboard:

1. To access the old student dashboard, deactivate the 'New Dashboard' bit located at the top of your dashboard.

The screenshot displays the Exxat Prism dashboard interface. At the top right, there is a toggle switch labeled "New Dashboard" which is currently turned off. The dashboard includes several sections: a greeting "Good Afternoon, Don" with the date "Nov 18, 2024"; a profile card for "Barrett, Donte(Grad)\* (Don)" with "02 Pending" attestations; a "My Placements" section showing a calendar for May, Jun, Jul, and Aug, with a highlighted placement for "NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)\*" at "Bedlam Hospital Acute Care"; a "Compliance" section showing "33% 3/9 Requirements Completed" with "3 document(s) need attention"; a "Pre-placement Tasks" section with two tasks for "Mock Rotation-3" and "Mock Rotation - 1"; and a "My Coursework" section at the bottom. The "Exxat PRISM" logo is visible in the top right corner.

2. The system will then switch to the old student dashboard.

The screenshot shows the Exxat Prism dashboard interface. At the top right, there is a navigation bar with icons for Chat, Ask Leo, and a user profile for Donte(Grad)\* Barrett. Below this is a banner that says "Explore the new student homepage experience." with a "Switch to New" toggle switch that is currently turned off. The main content area is divided into several sections: "Attestations (2)" with two items for "Contract Review" and "Accuracy of Information", both with "I Agree" buttons; a grid of cards for "Profile", "Compliance" (with 3 documents needing attention), "Coursework", "Learning Activities", "School Resources" (with 20 resources shared), "Explore Clinical Locations", "School Contacts", and "Exxat Prism Learning Hub". On the left side, there is a sidebar with the Exxat Prism logo and a list of messages from the school, including "Dont forget your compliance", "Job Fair", and "Food drive".

3. You can also switch back to the new student dashboard by activating the 'Switch to New' bit.

This screenshot is similar to the previous one but shows the "Switch to New" toggle switch in the top right banner highlighted with a red rectangular box. The user profile is now Janet\* Brown. The "Attestations (1)" section shows a "CWTAP Contract" that is "Past due date : 08/31/2024" with an "I Agree" button. The "Compliance" card now shows 4 documents needing attention. The "School Resources" card shows 8 resources shared. The "School Contact" card shows 3 items. The sidebar messages are also updated, including "Job Faire", "Flu Shots", and "Welcome!".

For more information on how to navigate Exxat Prism using the old student dashboard, use the following link: [Accessing and Navigating Exxat Prism \(Old Student Dashboard\)](#)