

This document provides a comprehensive guide on how to access and navigate student profiles and placement details shared by educational institutions. It covers the process of receiving profile links, accessing key sections such as strengths, compliance, coursework, and work experience, as well as managing multiple student placements. Additionally, it explains how to access specific compliance documents and location-based requirements to ensure a smooth placement process. This guide is designed to help site administrators and preceptors efficiently review the information needed for student evaluations and placements

- [Accessing Student Profile](#)
- [Accessing Student Placement Details](#)

Accessing Student Profile

When your school partners share a student profile link, you will be able to access the details the student or school has chosen to share with you. Below is a step-by-step guide to help you navigate the process of viewing and managing student information.

1. Receiving the Profile Link: You will receive an email containing a delegator link that grants access to the student profile.

1. Click on the provided link to view the data.

Note: The information you can access depends on what the school or student has chosen to share.

2. After clicking the link, you will see different sections of the student's profile.

Profile for Exxat Sales Student Esperanza(UG)* Bishop

 Amee Jotangiya <notifications@exxat.com>
To: Amee J

 Fri 9/13/2024 11:51 AM



Exxat Sales has shared the student profile for Esperanza(UG)* Bishop with you. Please click [here](#), or copy and paste the following link into your browser to access the student's information and any additional documentation they have chosen to share with you.

<https://steps.exxat.com/gateway/delegator?key=385fabcf-ccf5-4c66-be2c-90bced008f3f>

Feel free to respond to this e-mail or contact Esperanza(UG)* directly if you require any additional information.

Thank you

Amee Jotangiya

Note: Internet Explorer is not a supported browser. Please use Chrome, Firefox or Safari for the best experience.

Note: Internet Explorer is not a supported browser. Please use Chrome, Firefox or Safari for the best experience.



2. Accessing Key Sections of the Student Profile

1. Key Strengths

View details highlighting the student's strengths, skills, and characteristics, providing insight into why they are a strong candidate for placement.

2. Address Information

This section contains the student's current and permanent address for communication purposes.

3. Summary

The summary statement outlines the student's career goals and motivations, giving you an overview of their professional aspirations.

4. Areas of Professional Interest

Lists the areas within the healthcare or medical field that the student is particularly interested in pursuing

5. Resume

An uploaded document that includes the student's comprehensive professional and academic background, certifications, and skills.

6. Education

Provides the student's academic background, including schools attended, relevant courses, and completion dates.

7. Work Experience

Details the student’s professional experience, including previous job roles, responsibilities, and durations of employment, relevant to their career path.

8. Related Volunteer Experience

Summarizes any volunteer activities that the student has participated in, particularly those that contribute to their professional development in healthcare.

Profile Exxat Sales (Nursing)



Bishop, Esperanza(UG)* (Esper)
 She/Her/Hers | Esperanza.Bishop@example.com | (707) 295-8138

Profile

Compliance

Coursework

Address Information

<p>Current address 9078 Sycamore Rd. Cedar Park, TX 78613 United States of America</p>	<p>Permanent address 91 Longfellow St. Fredericksburg, VA 22405 United States of America</p>
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Personal Contact

Cell phone
(707) 295-8138

Home phone
(382) 230-2390

Personal email address
esperanza.bishop@email.com

Summary

Summary statement
Excited to follow in the footsteps of 3 generations of Bishop women before me and become a nurse.

Area of strength
Quick to learn new information and skills, always striving to learn and understand in more depth

Preferred learning style
Auditory

Areas Of Professional Interest

Emergency
MICU
Neurosurgery
SICU

Resume

[Resume.docx](#)

Emergency Contact

Emergency Contact 1 ▼

Completed Program Requirements

✔ Inpatient Setting

3. Compliance Information: To view the student’s compliance documents (e.g., certifications, background checks, medical records):

1. Click on the Compliance tab.

Profile Exxat Sales (Nursing)



Bishop, Esperanza(UG)* (Esper)
 She/Her/Hers | Esperanza.Bishop@example.com | (707) 295-8138

Profile

Compliance

Coursework

[Download All Documents](#)

REQUIREMENTS (1)	EXPIRATION DATE	TYPE OF DOCUMENTATION
Health Insurance	N/A	Health Insurance Details View Document View Document

2. Select the View document to view a document

Profile Exxat Sales (Nursing)

Bishop, Esperanza(UG)* (Esper)
 She/Her/Hers | Esperanza.Bishop@example.com | (707) 295-8138

Profile **Compliance** Coursework

[Download All Documents](#)

REQUIREMENTS (1)	EXPIRATION DATE	TYPE OF DOCUMENTATION
Health Insurance	N/A	Health Insurance Details View Document View Document

3. Select Download All Documents to retrieve all relevant compliance files.

Profile Exxat Sales (Nursing)

Bishop, Esperanza(UG)* (Esper)
 She/Her/Hers | Esperanza.Bishop@example.com | (707) 295-8138

Profile **Compliance** Coursework

[Download All Documents](#)

REQUIREMENTS (1)	EXPIRATION DATE	TYPE OF DOCUMENTATION
Health Insurance	N/A	Health Insurance Details View Document View Document

4. Coursework Information

1. To view details of the student’s coursework, follow these steps:

1. Click on the Coursework tab.

Profile Exxat Sales (Nursing)

Bishop, Esperanza(UG)* (Esper)
 She/Her/Hers | Esperanza.Bishop@example.com | (707) 295-8138

Profile Compliance **Coursework**

COURSE NAME	LOCATION DETAILS	PRECEPTOR	START - END DATES	SETTINGS
TEACHING PRACTICUM (Curriculum Mapping)*	Abundant Health - Secondary Hospital Secondary Location , KA, AK 12345	Hua, Jessica	06/24/2024 - 08/05/2024	Ambulatory Surgery

2. You will be able to see the following information:

1. Course Name
2. Location Details
3. Preceptor/Clinical Instructor name
4. Course Start Date and End Date
5. Settings associated with each course

By following these instructions, you will be able to efficiently navigate the student profile and access the necessary information for evaluation or placement purposes.

Accessing Student Placement Details

When a student's placement is confirmed with your site, you will receive a notification from the program administrator containing all the essential details about the student's placement.

What to Expect in the Placement Notification

A typical placement notification includes key information such as:

- Placement dates
- Rotation details
- The setting in which the student is placed
- The name of the student's preceptor

This email also contains a **delegator link** to the student's profile, where you can find additional details about the student.

ABC University - Upcoming Placement for Osvaldo Blair

Dear Claire,

We are reaching out to inform you about the placements for below student(s).

Name	Phone	Email	Dates	Rotation	Setting	Preceptor(s)
Blair, Osvaldo	(414) 347-0908	Osvaldo.Blair@example.com	May 1, 2024 - May 31, 2024	Med Surg 1 - Wednesdays*	SICU	Claire Collier

Student profile: [https://steps.exxat.com/gateway/delegator?key=44120a76-
ea71-475d-b5ab-f246086b9f15](https://steps.exxat.com/gateway/delegator?key=44120a76-
ea71-475d-b5ab-f246086b9f15)

Student profile with Compliance: [https://steps.exxat.com/gateway/delegator?
key=4dc475bf-cd47-4c89-b501-31ad67fc7df8](https://steps.exxat.com/gateway/delegator?key=4dc475bf-cd47-4c89-b501-31ad67fc7df8)

Student profile with location requirements: [https://steps.exxat.com/gateway/delegator?key=ce4bcbef-1ce2-4969-ba91-
19c43838816c](https://steps.exxat.com/gateway/delegator?key=ce4bcbef-1ce2-4969-ba91-
19c43838816c)

Please respond back to this email directly with any questions.

Thank you for considering the opportunity to educate a student. Do not hesitate to reach out directly at any time!

Thank you

Anderson Cooper

ABC University

Viewing the Student's Profile

To access the student's profile, click on the link provided in the email. Here, you'll be able to view key sections of the student's profile, including:

- **Click on Student profile link from the email to find** personal details and background information shared by the student.

ABC University - Upcoming Placement for Osvaldo Blair

Dear Claire,

We are reaching out to inform you about the placements for below student(s).

Name	Phone	Email	Dates	Rotation	Setting	Preceptor(s)
Blair, Osvaldo	(414) 347-0908	Osvaldo.Blair@example.com	May 1, 2024 - May 31, 2024	Med Surg 1 - Wednesdays*	SICU	Claire Collier

Student profile: <https://steps.exxat.com/gateway/delegator?key=44120a76-ea71-475d-b5ab-f246086b9f15>

Student profile with Compliance: <https://steps.exxat.com/gateway/delegator?key=4dc475bf-cd47-4c89-b501-31ad67fc7df8>

Student profile with location requirements: <https://steps.exxat.com/gateway/delegator?key=ce4bcbef-1ce2-4969-ba91-19c43838816c>

Please respond back to this email directly with any questions.

Thank you for considering the opportunity to educate a student. Do not hesitate to reach out directly at any time!

Thank you

Anderson Cooper

ABC University

- **Click on the Profile tab**

Profile

Jessica Anderson* Exxat Sales (Nursing)



Barrett, Donte(Grad)* (Don)
He/Him/His | donte.barrett@example.com | (310) 984-1299

- Profile
- Compliance
- Location Requirements

Address Information

Current address
623 West Myrtle Dr.
Houston, TX 77009
United States of America

Permanent address
623 West Myrtle Dr.
Houston, TX 77009
United States of America

Personal Contact

Cell phone
(310) 984-1299
Home phone
(310) 476-3926

Personal email address
donte.barrett@email.com

Summary

Summary statement
Focused on providing high quality, evidenced based, individualized care to families in the Little Rock area.

Area of strength
Application of research into practice

Area for improvement
Interpersonal communications with adolescent populations

Preferred learning style
In Person Classroom Setting

Areas Of Professional Interest

- Ambulatory Surgery
- Critical Care Peds Oncology
- Emergency
- Family Medicine
- ICU
- Med Surg
- new
- Pediatrics

Resume

Resume.docx

Education

Emergency Contact

Emergency Contact 1

Completed Program Requirements

- Out of state placement
- Underserved Population
- 1000 hours of clinical practice

How to Access Student Details and Compliance Documents

1. Click on the link to the **Student Profile** under the profile tab.

ABC University - Upcoming Placement for Osvaldo Blair

Dear Claire,

We are reaching out to inform you about the placements for below student(s).

Name	Phone	Email	Dates	Rotation	Setting	Preceptor(s)
Blair, Osvaldo	(414) 347-0908	Osvaldo.Blair@example.com	May 1, 2024 - May 31, 2024	Med Surg 1 - Wednesdays*	SICU	Claire Collier

Student profile: <https://steps.exxat.com/gateway/delegator?key=44120a76-ea71-475d-b5ab-f246086b9f15>

Student profile with Compliance: <https://steps.exxat.com/gateway/delegator?key=4dc475bf-cd47-4c89-b501-31ad67fc7df8>

Student profile with location requirements: <https://steps.exxat.com/gateway/delegator?key=ce4bcbef-1ce2-4969-ba91-19c43838816c>

Please respond back to this email directly with any questions.

Thank you for considering the opportunity to educate a student. Do not hesitate to reach out directly at any time!

Thank you

Anderson Cooper

ABC University

2. To view the compliance details:

- Click on the **Compliance** tab.
- Click on **View document** to see the actual document

Profile Jessica Anderson* Exxat Sales (Nursing)



Barrett, Donte(Grad)* (Don)
He/Him/His | donte.barrett@example.com | (310) 984-1299

Profile **Compliance** Location Requirements

[Download All Documents](#)

REQUIREMENTS (3)	EXPIRATION DATE	TYPE OF DOCUMENTATION
CPR	Mar 22, 2025	CPR Details Certification Date : Jan 01, 2024 Expiration Date : Mar 22, 2025
Health Insurance	N/A	Health Insurance Details View Document View Document
Medical Records Form	Dec 31, 2024	Physical Examination Form Details Exam Date : Jan 01, 2024 Expiration Date : Dec 31, 2024

- Select **Download All Documents** to retrieve all relevant compliance files.

The screenshot shows a student profile for Barrett, Donte(Grad)* (Don). The profile includes contact information and navigation tabs for Profile, Compliance, and Location Requirements. A table lists three requirements: CPR, Health Insurance, and Medical Records Form, each with an expiration date and type of documentation. A 'Download All Documents' button is highlighted in the top right corner.

REQUIREMENTS (3)	EXPIRATION DATE	TYPE OF DOCUMENTATION
CPR	Mar 22, 2025	CPR Details Certification Date : Jan 01, 2024 Expiration Date : Mar 22, 2025
Health Insurance	N/A	Health Insurance Details View Document View Document
Medical Records Form	Dec 31, 2024	Physical Examination Form Details Exam Date : Jan 01, 2024 Expiration Date : Dec 31, 2024

Accessing Location-Specific Requirements

In some cases, your site may request specific documents related to local requirements. These can also be accessed through the student profile.

1. Click on the link to the **Student Profile** under the profile tab.

ABC University - Upcoming Placement for Osvaldo Blair

Dear Claire,

We are reaching out to inform you about the placements for below student(s).

Name	Phone	Email	Dates	Rotation	Setting	Preceptor(s)
Blair, Osvaldo	(414) 347-0908	Osvaldo.Blair@example.com	May 1, 2024 - May 31, 2024	Med Surg 1 - Wednesdays*	SICU	Claire Collier

Student profile: <https://steps.exxat.com/gateway/delegator?key=44120a76-ea71-475d-b5ab-f246086b9f15>

Student profile with Compliance: <https://steps.exxat.com/gateway/delegator?key=4dc475bf-cd47-4c89-b501-31ad67fc7df8>

Student profile with location requirements: <https://steps.exxat.com/gateway/delegator?key=ce4bcbef-1ce2-4969-ba91-19c43838816c>

Please respond back to this email directly with any questions.

Thank you for considering the opportunity to educate a student. Do not hesitate to reach out directly at any time!

Thank you

Anderson Cooper

ABC University

2. Navigate to the **Location Requirements** tab to view and download any location-specific documents that have been requested.

Profile Jessica Anderson* Exxat Sales (Nursing)



Barrett, Donte(Grad)* (Don)
 He/Him/His | donte.barrett@example.com | (310) 984-1299

Profile
Compliance
Location Requirements

Download All Documents

REQUIREMENTS (3)	EXPIRATION DATE	TYPE OF DOCUMENTATION
CPR	Mar 22, 2025	CPR Details Certification Date : Jan 01, 2024 Expiration Date : Mar 22, 2025

Handling Multiple Student Placements

If your site is precepting more than one student, you may receive either:

- A single email containing details for all students, or
- Separate emails for each student, depending on the preferences of your school partner.

ABC University - Placement notification

This email is to notify you of an upcoming student(s) placement at Abundant - Action Therapy (Geocoding Enabled)*.
 Address: 411 W Ocean Blvd, , Long Beach, CA, 90802
 Site name: Abundant Health*

Name	Phone	Email	Dates	Rotation	Setting	Preceptor(s)
Barrett, Donte(Grad)*	(310) 984-1299	donte.barrett@example.com	Aug 01, 2023 - Dec 24, 2025	BSN Course 1 (Slots Available)	Acute Care	Kunal Vaishnav
Bishop, Esperanza(UG)*	(707) 295-8138	Esperanza.Bishop@example.com	Aug 01, 2023 - Dec 24, 2025	BSN Course 1 (Slots Available)	Acute Care	Kunal Griffith*
Browning, Paul	(414) 323-9900	Paul.Browning@example.com	Aug 01, 2023 - Dec 24, 2025	BSN Course 1 (Slots Available)	Acute Care	Kunal Griffith*
Blair, Osvaldo	(414) 347-0908	Osvaldo.Blair@example.com	Aug 01, 2023 - Dec 24, 2025	BSN Course 1 (Slots Available)	Acute Care	Kunal Griffith*
Booker, Sanai	(315) 205-0535	Sanai.Booker@example.com	Aug 01, 2023 - Dec 24, 2025	BSN Course 1 (Slots Available)	Acute Care	

You can view student profile information by clicking on the links below

Student profile:

Name	ProfileLink
Barrett, Donte(Grad)*	https://steps.exxat.com/gateway/delegator?key=09817317-ed86-49d2-8d62-e00bb3b9da29
Bishop, Esperanza(UG)*	https://steps.exxat.com/gateway/delegator?key=62ef42af-fc31-4c3e-a814-15ed1ed03a6b
Browning, Paul	https://steps.exxat.com/gateway/delegator?key=7992820b-649d-4740-8fd7-30d06c6c215d
Blair, Osvaldo	https://steps.exxat.com/gateway/delegator?key=aa884ee5-1762-4a19-98c2-cf2bb835b9dc
Booker, Sanai	https://steps.exxat.com/gateway/delegator?key=d6de11cb-62a9-4256-90c9-8421951dd278

Student profile with compliance:

Name	ProfileLink
Barrett, Donte(Grad)*	https://steps.exxat.com/gateway/delegator?key=94ee0f91-87a4-4d9e-9a41-3614b6aaea91
Bishop, Esperanza(UG)*	https://steps.exxat.com/gateway/delegator?key=5306cc4e-ffd9-4632-9f53-87f034baf5a8
Browning, Paul	https://steps.exxat.com/gateway/delegator?key=ad05dd92-357e-4610-a81c-6a95d1d94a30
Blair, Osvaldo	https://steps.exxat.com/gateway/delegator?key=901a7b8a-c4ff-4725-9ef5-d4aa27cf4fb8
Booker, Sanai	https://steps.exxat.com/gateway/delegator?key=795e55bb-622d-4cb0-a32f-c247c591f5c1

Student profile with location requirements:

Name	ProfileLink
Barrett, Donte(Grad)*	https://steps.exxat.com/gateway/delegator?key=6736f533-7736-4895-ba50-6f7a74c23415
Bishop, Esperanza(UG)*	https://steps.exxat.com/gateway/delegator?key=9f969f95-1901-47ae-b00b-0b98cd142314
Browning, Paul	https://steps.exxat.com/gateway/delegator?key=66f2455a-e26d-4cb8-9ee6-5a711f3cfb21
Blair, Osvaldo	https://steps.exxat.com/gateway/delegator?key=09cf01e6-e00f-4d76-8987-b4df86171b15
Booker, Sanai	https://steps.exxat.com/gateway/delegator?key=5170c763-d34f-4b74-89b6-1e15795a97b8