

Completing the Student Profile in Exxat Prism

09:39



Your profile is like an online resume builder where you enter information at the start of your program you and update this information over time. Eventually, your profile will be sent to sites where you are placed as a way for them to get acquainted with you. Your program administrators will also be able to share your profile with sites as well. It is important to make a great first impression, so take your time when filling this out to ensure your information is accurate.

1a. Click on the **Edit Profile** hyperlink from the new dashboard, or click on the upper left-hand **Hamburger Icon** and select the profile option.

The screenshot displays the Exxat Prism dashboard for a user named Janet Brown. The dashboard is organized into several sections:

- Header:** Includes a hamburger menu icon, the word "Dashboard", and user information: "Janet* Brown Exxat Sales (SocialWork)".
- Greeting:** "Good Afternoon, Jane" with a date of "Nov 14, 2024".
- Profile Section:** Features a profile picture of Janet Brown, her name "Brown, Janet* (Jane)", and contact information. A pink box highlights the "Edit Profile" button in the top right corner of this section. Below the profile info, it shows "Complete Profile Attestations" with a "01 Pending" indicator.
- My Experiential Progress:** A card showing "179h 0m" of total approved hours.
- My Placements:** A calendar view for the month of May. A placement for "SW Demo 322 - Field Practicum I" is highlighted, with a "Substance Abuse an..." warning. An "Action Required" section below lists "01 Course attestations that need an agreement".
- Compliance:** A card showing "3/8 Requirements Completed" with a 38% progress indicator and "4 document(s) need attention".
- Pre-placement Tasks:** A list of tasks, including "Wishlist open for SW Demo 764 - Field Practicum IV" and "Wishlist open for SW Demo 763 - Field Practicum III".
- Announcements:** A section titled "Job Faire" with a date of "05/03/2024".
- Flu Shots:** A reminder for documentation.
- Timesheets:** A card showing "304h 45m" total hours, with "92h 45m" approved and "56h 20m" not approved. It includes an "Add Time Entry" button.
- Forms & Evaluations:** A section at the bottom with a checklist icon.

1b. If you are using the old dashboard, click on the **Profile** section from your dashboard

The screenshot shows the Exxat Prism dashboard interface. At the top left, there is a 'Dashboard' header with a hamburger menu icon. The top right corner features navigation icons for 'Chat', 'Ask Leo', and a user profile for 'Donte(Grad)* Barrett Exxat Sales (Nursing)'. A banner at the top center reads 'Explore the new student homepage experience.' with a 'Switch to New' toggle. The main content area is a grid of cards. The 'Profile' card is highlighted with a pink border and contains the text: 'Profile: Create your professional profile and upload documents necessary for clearance to participate in your clinical education'. Other cards include 'Compliance' (3 Documents need attention), 'Coursework', 'Learning Activities', 'School Resources' (20 Resources shared), 'Explore Clinical Locations', 'School Contacts' (3 Contacts shared), and 'Exxat Prism Learning Hub'. On the left sidebar, there are announcements for 'Message(s) from your school (5)', 'Dont forget your compliance', 'Job Fair', 'Food drive', and another 'Job Fair'.

2. You'll first land on the **Academics** tab, where you will see an overview of the information entered by your program. This is a view-only section, where you can review items like **Enrollment**, **Academic Standing**, **Program Requirements** you must complete before graduating, associated **Faculty and Staff**, any **Notes** or **Documents** your program has shared with you, and any attestations you have signed. Please note that not all these sections will appear on your end if your program has not yet created them.

Profile

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

Academics Profile

Status

Status	Academic standing	Enrollment
Active	Good Standing	2022
Graduation	Group	Campus
2026	-	Satellite Campus - Brownsville
Student category	Full-Time	

Program Requirements

- Out of state placement
- 1000 hours of clinical practice
- Underserved Population
- Completed required pre-clinical hours
- Inpatient Setting

Notes And Documents

Donte remains in active debate between whether he is interested in FPN or PNP track. Has started with FNP and will solidify decision before the 2nd semester of the program.

[View Documents](#)

Last updated by *Kanthi Supriya* on 12/15/2023

NCLEX Exam score: 312

[View Documents](#)

Last updated by *Kanthi Supriya* on 12/15/2023

Associated Staff And Faculty

- CH Cadence Henderson
Clinical Advisor
- BB Brylee* Bolton
Clinical Advisor
- BB Brylee* Bolton
Academic Advisor
- AS Ananya* Sakhuja
Clinical Advisor
- JM Jayleen Molina
Clinical Advisor

Agreed Attestation(s)

Site Requirements
 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 [Show More](#)

Attested on: 04/16/2024, 7:07:50 AM

Graduation Requirements
 I understand that it is my responsibility to work actively with the program ensure that all graduation requirements are met

Attested on: 03/29/2022, 11:35:55 AM

Information Sharing
 I confirm that my student profile may be shared with clinical sites for clearance purposes

Attested on: 05/13/2022, 1:02:30 PM

3. Click on the **Profile Tab**. The first thing we will do, is upload your profile picture.

Sharing : (Due date : June 30, 2022)
 I attest that my profile information can be shared with sites. [I Agree](#)

 **Wright, Casey**
 They/Them | Casey.wright@exxat.com | (555) 555-5555
 Class of 2024 | Residential

[Download Profile](#) [Share Profile](#) [Profile Share History](#)

Academics **Profile**

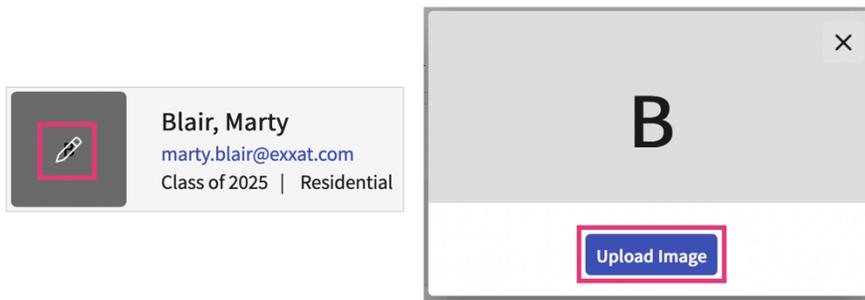
Status

Enrollment term	Graduation term	Status
Summer 2021	Spring 2024	Active
Academic standing	Group	Campus
Good Standing	Residential	Newark Campus
Student category	Pediatric Specialization	

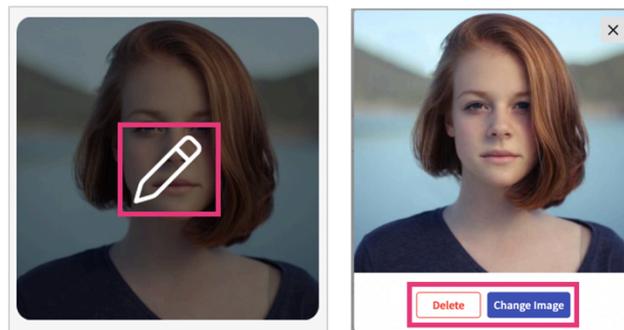
Program Requirements

- Outpatient
- Rehab
- Out of State Placement
- Acute Care
- Elective

4. To upload a profile picture, hover over the empty profile picture box and click on the **Pencil Icon**.



5. To delete or change your profile picture, hover over the image and click on the **Pencil Icon**. You can then use the delete button to remove your uploaded picture or the change image button to upload a new profile picture.



6. Your profile will contain the following sections:

a. **Demographic Information:** Stores your general demographic information. A Majority of this information is only accessible to you and your program. The only information within this section that is shared with sites is your first name, preferred name, last name, preferred pronouns and school email address. Please note, You cannot add/edit the school assigned email address from your end.

b. **Personal Contact Information:** You can add Cell phone, home phone and personal email address and you can also add preferred mode of contact. You will have the option to share this information with sites when sharing your profile.

The image shows a form titled 'Personal Contact' with a 'Save' button in the top right. The form contains several input fields: 'Cell phone', 'Home phone', and 'Personal email address'. Below these is a section titled 'Preferred mode of contact' with three radio button options: 'Cell phone', 'Home phone', and 'Personal email address'. A red-outlined box highlights the 'Preferred mode of contact' section.

c. **Emergency Contact Information:** Stores Contact information for a parent, relative or friend who can be contacted in the event of an emergency. You will have the option to share this information

with sites when sharing your profile.

d. **Additional Profile Details:** Stores a questionnaire provided by your school. Your answers to these questions may be shared with sites when sharing your profile. Please navigate to step X to view how to answer this questionnaire.

e. **Address Information:** Stores your current and permanent addresses You will have the option to share this information with sites when sharing your profile.

f. **Summary:** Stores your summary statement, your areas of strength and areas that need improvement. Here you will write a brief summary of who you are and why you have chosen this field. This information will be shared with sites when sharing your profile, so make sure you write a good summary statement to make a good first impression.

g. **Areas of Professional Interest:** Allows you to indicate which settings or specialties you are interested in. This gives your school and placement locations a better understanding of your interests; however, it does not guarantee you will be placed in these settings or specialties.

h. **Resume:** Stores your professional resume.

i. **Education:** Stores previously attained degrees.

j. **Work Experience:** Stores your past work or volunteer experiences.

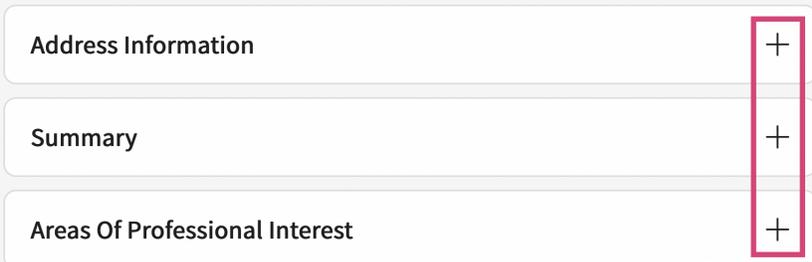
k. **Membership:** Stores information about your professional memberships.

l. **Licensure:** Stores your licensure information if you are a licensed professional.

m. **Skills and Accomplishments:** Stores continuing education details, details of publications you have written, any language skills other than English, Certification information, honors or awards you may have received, and other scholarly activities that do not fall under the previous sections.

8. Adding Information:

a. For each section, click on the **Plus Icon** to add new information.



The image shows a vertical list of three profile sections. Each section is represented by a rounded rectangular box with a light gray border. The sections are: 'Address Information', 'Summary', and 'Areas Of Professional Interest'. To the right of each section name is a small square button containing a plus sign (+). A red rectangular box highlights these three plus icons.

b. A drawer will open where you can add details. Click on the **Save** button when you are done.

× Areas of Professional Interest Save

Areas of professional interest

Acute Care ✕ Outpatient ✕

Acute Care School Based Home Health Sub-Acute Other Outpatient Rehab

Other

9. Editing Information:

a. To modify any information you have previously entered, click on the **Pencil Icon** for that entry.

Areas Of Professional Interest 

Acute Care Outpatient

b. A drawer will open for you to make changes to the section. Click on the **Save** button when you are done.

× Areas of Professional Interest Save

Areas of professional interest

Acute Care ✕ Outpatient ✕

Acute Care School Based Home Health Sub-Acute Other Outpatient Rehab

Other

10. To delete an item entirely, click on the **Pencil Icon** for that entry. Once the drawer opens, click on the **Vertical Ellipsis**, and select the **Delete** option.

Education +

 Exxat University
BS
Kinesiology
June 2015 - August 2019 • 4 years, 2 months 

× Education Save ⋮

School name
Exxat University Delete

11. To upload a resume, you can click on the **Browse to Upload** button or drag and drop your file. To delete your resume, click on the **Trash Bin Icon**.

Resume

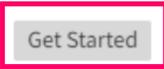
 Resume.pdf

 **Browse to upload**

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

12. Completing the **Additional Profile Details Questionnaire:**

- a. Click on the **Get Started** button to access & submit answers to the questionnaire added by your school.

Additional Profile Details 

Please fill your additional information by clicking on "Get Started".

- b. Each question will have a text field below for which you can provide your answers.

 Additional Profile Details 

I chose the field of physical therapy for my career because:

Paragraph  **B** *I* U       

I chose physical therapy because I wanted to know how the body works, how to get the most out of it, and how to be able to fix it when it breaks down. I have always been very active and because of that I have a great interest in the human body.

- c. Click on the **Save** button once you are done.

 Additional Profile Details 

I chose the field of physical therapy for my career because:

Paragraph  **B** *I* U       

I chose physical therapy because I wanted to know how the body works, how to get the most out of it, and how to be able to fix it when it breaks down. I have always been very active and because of that I have a great interest in the human body.

*** I hope my CI will:**

Paragraph  **B** *I* U       

Help better my clinical reasoning and allow some degree of insight into the field of physical therapy on how to be the best novice practitioner I can be.

Important Note: -

- You cannot add/edit your school assigned email address from your end.
- You can only add/edit your personal email address.