

When getting ready for a placement, your program may request that you share your profile with a clinical site so that they can get to know you better! Your profile will include handy information such as a personal statement, emergency contact information, compliance documents, and more!

Sharing your Student Profile in Exxat Prism (Archived)



There are 2 ways of sharing your profile – each method has different features.

- Via Profile page
- Via Coursework page

My Profile

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

Dashboard

Good Afternoon, Jane
Nov 14, 2024

BSW - Class of 2024 | ID: 8455270
Brown, Janet* (Jane)
Exxat Sales
janet.brown@example.com | (937) 512-7213

Complete Profile Attestations ● 01 Pending

My Experiential Progress
Learning experience will appear after placement

🕒 179h 0m
Total Approved hours

View Learning Activities

Announcements 03 [View All](#)

Job Faire
Field Practicum I (All Forms, Timesheets, Wishlists)*
We are hosting a hiring event for current and former students, please come out and find yourself some paid...
05/03/2024

Flu Shots
Reminder that all students must have documentation for

My Placements 05 Today

SW Demo 322 - Field Practicum I (All Forms, Timesheets, Wishlists)*
08/14/2022 - 12/31/2025 | Placement ID: PM00000946
Alleghey Community Services - Schaumburg... Substance Abuse an... [View Placement Details](#)

Action Required

01 Course attestations that need an agreement [View Attestations](#)

Timesheets

304h 45m Total hours
92h 45m Approved
56h 20m Not Approved

[Add Time Entry](#)

Forms & Evaluations

Compliance 08 [View All](#)

38% **3/8 Requirements Completed**
4 document(s) need attention

Pre-placement Tasks 04 [View All](#)

Wishlist open for SW Demo 764 - Field Practicum IV (Learning Activities Activated)*
Field Practicum IV (08/12/2024 - 08/29/2025)
[Submit Preferences](#)
Due on 06/05/2025

Wishlist open for SW Demo 763 - Field Practicum III (Learning Activities Activated)*
Field Practicum III (07/10/2023 - 07/31/2025)
[Submit Preferences](#)
Due on 06/30/2025

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

Dashboard

Explore the new student homepage experience. Switch to New

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
3 Documents need attention

Coursework
Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education

Learning Activities
Complete and review learning activities across all courses for clinical education

School Resources
Access resources provided by your academic program
20 Resources shared

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
3 Contacts shared

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

Message(s) from your school (5)

Dont forget your compliance
11/01/2024
Grad Curriculum Mapping Course*
Don't forget to check your compliance documents
[Show More](#)

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
[Show More](#)

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

Job Fair

2. On your profile page, click Share Profile.

Long, Kimberly
They/Them | Kimberly.Long@exxat.com | (555) 555-5555
Class of 2023 | Residential

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

[Profile Share History](#)

Academics Profile

3. A drawer will open. You will first decide if you would like to include contact information, compliance items your program has allowed you to share, and any previous placement details.

Share Profile

- Include contact information in the profile link
- Include completed program requirements
- > Include compliance documents in the profile link ⓘ
- > Include completed placements in the profile link ⓘ

4. Click on the arrow (>) to open the list items. Pick and choose what you would like to share.

✓ Include compliance documents in the profile link ⓘ

COVID-19 Vaccination Approved

Flu (Influenza) Approved

✓ Include completed placements in the profile link

	COURSE NAME	LOCATION DETAILS	PLACEMENT DETAILS
<input type="checkbox"/>	Clinical Practice I*	Tendercare Home Health 418 Glenwood Road , Defiance , OH 43512	Nov 3, 2020 - Dec 21, 2020 School Based

5. Enter in the email address you'd like to send your profile to in the To* field, CC any required users, and enter any notes. You can also attach files if necessary.

6. If you'd like to view a preview of your profile, click on the vertical ellipsis, and click Preview. Click Send when ready.

× Share Profile Send 

Share Profile Preview

Include contact information in the profile link

> Include compliance documents in the profile link ⓘ

> Include completed placements in the profile link

To*

user@example.com  Enter the Email

CC

Notes

 SAMPLE.pdf

 Browse to upload

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

7. A pop-up will open with your profile. Click anywhere outside the pop-up to close.



Long, Kimberly

They/Them | Kimberly.Long@exxat.com | (555) 555-5555

Class of 2023 | Residential

Profile Compliance Clinical Coursework

Address Information

Current address 816 New St. Caldwell, NJ 07006	Permanent address 7402 Mountainview Lane Salt Lake City, UT 84119
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Personal Contact

Cell phone
(555) 555-5555

Coursework

1. Navigate to the coursework section by,
 - a. Click on the View all Coursework Option from the New Student Dashboard.

Dashboard

Good Afternoon, Don
Nov 4, 2024

Advanced Practice/DNP* | ID: 788395
Barrett, Donte(Grad)* (Don)
Exoat 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

Announcements 05
Dont 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

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
5 document(s) need attention

Pre-placement Tasks 19
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

Or

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

Dashboard

Dashboard

Profile

Compliance

Coursework

Learning Activities

School Resources

Explore Clinical Locations

School Contacts

Subscriptions

Or

c. Click on the Coursework Section from the Old Student Dashboard.

The screenshot shows the Exxat PRISM dashboard. On the left is a navigation menu with sections like 'Message(s) from your school (5)', 'Don't forget your compliance', 'Job Fair', 'Food drive', and 'School is closed on November 10th - Veteran's Day (observed)'. The main content area has a toggle for 'Explore the new student homepage experience.' Below this are 'Attestations (2)' with 'I Agree' buttons. The dashboard is divided into several tiles: 'Profile' (Create your professional profile), 'Compliance' (Upload documents, 5 Documents need attention), 'Coursework' (Research clinical sites, highlighted with a pink border), 'Learning Activities' (Complete and review learning activities), 'School Resources' (Access resources, 20 Resources shared), 'Explore Clinical Locations' (Find and learn more about clinical sites), 'School Contacts' (Review contact information, 3 Contacts shared), and 'Exxat Prism Learning Hub' (Access help documents, video tutorials, and FAQs).

2. Select the placement you would like to send your profile for by clicking View Details.

Require Placement | Do Not Require Placement

10 Results Found

COURSE DETAILS	PLACEMENT DETAILS	LOCATION AND SETTING DETAILS	MAY NEED ATTENTION	ACTION
NUR Demo 212 - BSN Course 2(All forms, Timesheet)* Current	PM00001532 BSN Course 2 (Slots Available) 01/01/2023 - 12/31/2025	Alliance Medical Center - Cardiology (Geocoding ena... Acute Care	Attestation pending	View Details
NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)* Current	PM00001504 General Nursing 01/01/2023 - 12/31/2025	Bedlam Hospital Acute Care	Wishlist closes on 12/31/2025 12:00 AM EST	View Details
NUR Demo 211 - BSN Course 1(Wishlists,Timesheet)* Current	PM00001531 BSN Course 1 (Slots Available) 08/01/2023 - 12/24/2025	Abundant - Action Therapy (Geocoding Enabled)* Acute Care	Attestation pending Wishlist closes on 12/31/2025 12:00 PM EST Wishlist closes on 12/31/2025 6:30 AM EST Wishlist closes on 12/31/2025 12:00 AM EST Wishlist closes on 12/31/2025 12:00 AM EST My Request closes on 12/31/2025 6:30 AM EST Wishlist closes on 12/31/2025 12:00 PM EST My Request closes on 12/01/2026 12:00 PM EST My Request closes on 12/31/2026 12:00 PM EST My Request closes on 12/31/2026 12:00 PM EST	View Details

3. Your placement details will load. Click Share Profile.

The screenshot shows the placement details for 'PM44193256 | DPT 800 - Clinical Practice I*' (Current). The location is 'Abundant - Urgent Care (Geocoding Enabled)*' (Home Health). Clinical Exp is '06/16/2023 - 10/31/2024'. Compliance Status is 'Some Action Needed'. A 'Share Profile' button is highlighted with a red box, and a 'Profile Share History' link is visible below it.

4. You will then decide on whether to include the following components. Click on the (>) icon to view items you can share.

- Include contact information in the profile link
 - Include personal contacts of student
 - Include address information of student
 - Include emergency contacts of student
- Include completed program requirements that student has completed

- Include compliance documents in the profile link where you can selectively choose which document you want to share
- Include completed placements in the profile link where the basic details like Course name, Location Details, preceptor/instructor name and placement details.

Share Profile

- include contact information in the profile link
 - Include personal contacts ⓘ
 - Include address information ⓘ
 - Include emergency contacts
- include completed program requirements
- include compliance documents in the profile link ⓘ
 - CPR Approved
 - Health Insurance Approved
- include completed placements in the profile link ⓘ

	COURSE NAME	LOCATION DETAILS	PRECEPTOR	PLACEMENT DETAILS
<input type="checkbox"/>	TEACHING PRACTICUM (Curriculum Mapping)*	Abundant Health - Secondary Hospital Secondary Location , KA, AK 12345	Hua, Jessica	06/24/2024 - 08/05/2024 Ambulatory Surgery

5. Click on the arrow (>) to open the list items. Pick and choose what you would like to share.

- Include compliance documents in the profile link ⓘ
 - COVID-19 Vaccination Approved
 - Flu (Influenza) Approved
- Include completed placements in the profile link

	COURSE NAME	LOCATION DETAILS	PLACEMENT DETAILS
<input type="checkbox"/>	Clinical Practice I*	Tendercare Home Health 418 Glenwood Road , Defiance , OH 43512	Nov 3, 2020 - Dec 21, 2020 School Based

6. Enter in the email address you'd like to send your profile to in the To* field, CC any required users, and enter any notes. You can also attach files if necessary.

7. If you'd like to view a preview of your profile, click on the vertical ellipsis, and click Preview. Click Send when ready.

× Share Profile Send 

Preview

Share Profile

- Include contact information in the profile link
- > Include compliance documents in the profile link ⓘ
- Include uploaded location requirements in the profile link
- > Include completed placements in the profile link

To*

sample@example.com  Enter the Email

CC

Notes



 Browse to upload

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

8. A pop-up will open with your profile. Click anywhere outside the pop-up to close.



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Profile

Compliance

Clinical Coursework

Location Requirements

Address Information

Current address 816 New St. Caldwell, NJ 07006	Permanent address 7402 Mountainview Lane Salt Lake City, UT 84119
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Personal Contact

Cell phone
(555) 555-5555