

Your program may require that you upload or add compliance items to your profile which may be shared with clinical partners. These can include (but are not limited to) health and immunizations, insurance, certifications, and more! Learn about adding compliance documents

To upload compliance documents, perform the following:

1a. If you are using the New Student Dashboard, in the compliance section, you can check the number of requirements that you need to upload or re-upload using the "X document(s) need attention". You can also check the number of documents that have been approved out of the total number of required compliance documents. Click on the View All hyperlink to view all the documents required of you.

The screenshot displays the 'New Student Dashboard' for a user named Don Barrett. The dashboard is organized into several sections:

- Header:** Includes 'Dashboard', navigation icons, 'Chat', 'Ask Leo', and the user's name 'Donte(Grad)* Barrett Exxat Sales (Nursing)'.
- Profile Section:** Shows a profile picture, name 'Barrett, Donte(Grad)* (Don)', ID '788395', and contact information. It also displays 'My Experiential Progress' with 'Completed Placements: 02', '157h 22m' of approved hours, and '20' approved logs.
- My Placements:** A calendar view for May, Jun, Jul, and Aug. A specific placement is highlighted: 'NUR Demo 119 - Pre-DNP Clinical hours (Timesheets)*' at 'Bedlam Hospital' in 'Acute Care'. It shows 'Current' status and 'Not Compliant' items. A 'View Placement Details' link is present.
- Compliance Section (highlighted with a pink box):** Shows a progress indicator at 33% with '3/9 Requirements Completed' and '3 document(s) need attention'. A 'View All' link is available.
- Pre-placement Tasks:** Lists tasks like 'Mock Rotation-3' and 'Mock Rotation-1' with 'Submit Preferences' and 'Due on' dates.
- Timesheets:** A summary table showing 'Total hours' (100h 30m), 'Approved' (45h 45m), and 'Not Approved' (18h 40m). An 'Add Time Entry' button is included.
- My Coursework:** Shows '8' items with a 'View All Coursework' link.
- Announcements:** A notice about 'Dont forget your compliance Grad Curriculum Mapping Course*' with a 'View All' link.

1b. If you are using the Old Student Dashboard, click on the compliance section from your dashboard. The compliance section displays the number of required documents that either need to be uploaded or need to be re-uploaded.

Dashboard

Explore the new student homepage experience. Switch to New

Message(s) from your school (5)

Don't 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
05/03/2024
Grad Course 1 (FNP log, All forms, Timesheet)*
We are hosting a hiring event for current and former students, please come out and find yourself some
[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

3

Documents need attention

Coursework

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

School Resources

Access resources provided by your academic program

20

Resources shared

School Contacts

Review contact information for the faculty and staff from your program

3

Contacts shared

Learning Activities

Complete and review learning activities across all courses for clinical education

Explore Clinical Locations

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

Exxat Prism Learning Hub

Access help documents, video tutorials, and FAQs

2. On the Compliance window, the following information is displayed:

- Mandatory Requirements – displays the documents that require your attestation.
- Category – displays the type of category set for the compliance requirement.
- Status – displays the status of your document. our document can have the following statuses:
 - Get started: you have not started working on this item.
 - In progress: You've started filling in your information for this item, but nothing has been submitted to the school.
 - Pending Review: the document has been submitted to your school.
 - Approved: your school has reviewed the document, it meets all requirements, and the document is approved.
 - Not Approved: your school has reviewed the document and determined that it does not meet all the requirements.
 - Expiring: an approved document is expiring.
 - Expired: the document has expired.
- Due Date – displays the day on which the attestation must be completed.
- Follow-up Date – displays the date when the follow-up will be conducted.
- Expiration Date – displays the date when the document attestation expires.
- Included in Profile Link – click share button to share the profile.
- Action – click pencil icon
 1. On the edit window, specify the following details:
 - Start Date
 - Expiration Date
 - Note

- Upload files
2. Click Submit for Review.
 3. Click OK to submit the report for review and Cancel if you need to validate the details again.
 4. The status is displayed in the Compliance window.

Please note that you must enter the Expiration Date of the document along with the start date if your school has asked to do so.

3. After selecting a document, a drawer will open and it will display the guidelines for your compliance requirement, a template or sample document (if your school has provided one), and any information you have previously uploaded. Please review these items before moving on.

4. You may see the following options:

a. Vaccination

b. Titer Details: Can be used if you have titer information rather than vaccination details.

c. Declination Details: If for any reason you would like to decline a compliance requirement, you will use this option.

× COVID-19 Vaccination

Your academic program may share this document with clinical sites at which you are placed

COVID-19 Vaccination

Get Started

COVID Dose - 1
+

COVID Dose - 2
+

Declination Details
+

Guidelines For Students

Please include the manufacturer of your vaccine in the notes field. Only CDC vaccination cards will be accepted as proof of vaccination. If you choose to decline the right to be vaccinated against COVID-19 please complete the declination form provided in the "template" section

Templates
[View documents](#)

Samples
[View documents](#)

5. To begin uploading a document and completing the information for a requirement, click on the plus (+) icon next to the document name. To edit an existing item, click the pencil icon.

COVID-19 Vaccination

Get Started

COVID Dose - 1

+

6. Another drawer will open asking for additional details and allowing you to drag and drop a file to be uploaded. Alternatively, you may click on the cloud button to search for a file to upload.

7. After you have completed all required fields, click Submit for Review.

× COVID-19 Vaccination Submit for Review

COVID Dose - 1 ^

Dose 1 Date *
Feb 08, 2022 📅

Manufacturer
Manufacturer

Lot Number

Note
Paragraph v **B** *I* U ::= v ½= v ≡ ≡ 🔗 ↶ ⋮

2000 characters left

📁 Upload Files

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

Guidelines For Students

Please include the manufacturer of your vaccine in the notes field. Only CDC vaccination cards will be accepted as proof of vaccination. If you choose to decline the right to be vaccinated against COVID-19 please complete the declination form provided in the "template" section

Templates

[View documents](#)

Samples

[View documents](#)

8. You will be asked to confirm your submission. Click OK.

Are you sure you want to submit for review?

OKCancel

9. The drawer will close, and you will see the status of the item you are working on change to Pending Review.

Your academic program may share this document with clinical sites at which you are placed

COVID-19 Vaccination

Pending Review

COVID Dose - 1	
Dose 1 date Feb 08, 2022	Manufacturer Manufacturer

Guidelines For Students
Please include the manufacturer of your vaccine in the notes field. Only CDC vaccination cards will be accepted as proof of vaccination. If you choose to decline the right to be vaccinated against COVID-19 please complete the declination form provided in the "template" section

Templates
[View documents](#)

Samples
[View documents](#)

10. Once you submit a document for approval, keep returning to check the status of your requirements. When your school has reviewed the document, it will change to:

- a. Not approved: your document will include a status, and once selected will show you details as to why your document has not been approved. Click on the pencil icon to make the needed changes and/or upload a new document.
- b. Approved: you are good to go!

Please note that if you see that your document has not been reviewed yet or reviewed but rejected:

- You can also view the **Reason** and **Comment** column for the document and make the required edits and proceed forward.
- Contact your School Administrator if your school is not using Approve services.
- Contact the Approve team if your school is using Approve services.

1 Documents | Approved 1 Documents | Pending Review 1 Documents | Needs Attention [Download](#)

Please select any specific document to see its details

MANDATORY REQUIREMENT (3) ↑	CATEGORY	STATUS	SHARED WITH SITE	EXPIRATION DATE
COVID-19 Vaccination	HEALTH & IMMUNIZATION	Not Approved	Yes	-
CPR/BLS	CERTIFICATIONS & TRAININGS	Approved	Yes	Dec 30, 2022
Flu (Influenza)	HEALTH & IMMUNIZATION	Pending Review	Yes	-

Please note some of the below points while uploading the documents: -

1. After you upload the document, the approval timeline depends on your school's procedures. If your school is enrolled in the Approve Services, the document will typically be reviewed and approved within 48 to 72 hours. Documents can be approved before the deadline or on the due date.

2. If you have any questions about the document template or instructions provided please do reach out to your program administrator.
3. If you are trying but unable to access the compliance section immediately after making the payment:
 - You must log in and log out to gain access.
4. If you are trying but unable to upload a document from the compliance section:
 - Check the status of the document. If the document is already uploaded in 'Approved' status, you will not be able to re-upload the same document. However, you can add a new document by following the below steps:
 - Click on the 'Approved' status or the pencil icon under the Action column for that specific requirement.
 - Click on 'Add New Record' to add the new document. This will add the new document in the same and the old one will be archived.

Removing an Uploaded File

You can only remove uploaded files if they are in 'Pending Review' status and have not been 'Approved.'

To remove an uploaded file:

1. Click **Compliance** from your dashboard or left-side menu.
2. Locate the requirement with 'Pending Review' status.
3. Click the **pencil icon** under the **Action** column.
4. In the drawer, view the document details.
5. Click the **pencil icon** next to the uploaded document.
6. Click the **trash bin icon** to delete the document

Retrieving Compliance Records from an Old Profile

You can download a report of your submitted compliance requirements if your account is still active.

To download compliance records:

1. Click **Compliance** from your dashboard or left-side menu.
2. Navigate to the **Reports** section.
3. Generate and download a report of your previous compliance submissions.