Instructions for <mark>Creating</mark> a Student User Account – Academic Year: 2023 -2024

Self-Registration – Creating a User Account
- Go to the Online Orientation program: www.mcnplacement.org/orientation
- **Do Not** access via learning module system sites (i.e. "Blackboard-like" sites).
- Click the "Login/Register" link in upper right corner of screen.
- Click the "click here to register" link to access the registration form.
- Complete the registration form. If you have one, please use your school-based email address. If not, use an email address you check frequently.

Logging In
- After registering, you will be returned to the Login page.
- Enter your username and password and click the "log in" button to log in.
- If you forget your account information, click the "Click here for help link" to receive instructions to access your account.

Please plan 2-4 hours to complete the modules.

STEP 1: Complete the centralized modules and post-tests.
   a. Login to your account. Click on each module's link in the top horizontal toolbar and review the content. Each module has several sub-sections. Use the links in the left-margin to access each sub-section.
   b. Complete a post-test for each module (the last link in each module's sub-section list). You must score 100% on each post-test. You may retake a test until a score of 100% is achieved.
   c. You may start a post-test and return later to complete it. Be sure to **SAVE** your work before exiting. **NOTE:** you must login to take a post-test or to continue a saved post-test.
   d. Once you successfully complete the four post-tests, you will automatically be taken to the:
      a. Electronic Acknowledgement Form – complete the form.
      b. Online Orientation evaluation – complete the evaluation.

If you know your upcoming clinical assignment(s) you may continue to Step 2. If not, log out and return once your education program confirms your clinical assignment(s).

You must complete Steps 2 and 3 for **EVERY** clinical placement you are assigned.

STEP 2: Submit your contact information to your assigned clinical placement facility.

   a. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed in Step 2.

   b. Select your clinical assignment from one of the two health care organization (HCO) drop down menus. If the name of your clinical assignment is not listed, please contact your program administrator to have it added to the list. Fill in the required information; click "Submit". The clinical assignment will be added to your assignment list.

Note: *By clicking "Submit" you give permission for your name, student ID, and email address to be provided to the health care organization where you will have clinical.*

STEP 3: Review all posted HCO facility-specific material. (Clinical Assignment Ticket becomes accessible following completion of Step 3.)

   a. Click on the yellow-highlighted HCO's name for the placement assignment you have just added. This will take you to the facility-specific page for this organization.

   b. Review, complete and/or print the HCO's facility-specific orientation material. Some material may open in a new browser window.

   c. **Print** a copy of your Clinical Assignment Ticket. Submit to your clinical instructor according to your school's guidelines.

   d. A Clinical Assignment Ticket is needed for **each** clinical assignment/HCO you go to.

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