Compliance Requirements (EXXAT)

1) From your Dashboard, click on any item in the <u>Pending or Expired Document(s)</u> list:

2) This will take you to the subscriptions page:

1) You are only required to pay for the annual $35.00 annual Access fee (required documents) to upload your School of Nursing compliance documents. You DO NOT need to order the STEPS subscription.

⌁ SUBSCRIPTIONS

Item	Description	Subscription	
🔓 Exxat Subscription	Congratulations on completion of your course! In order to continue accessing your account, please subscribe to Exxat.	Included	Paid By Organization
🔒 Required Documents Subscription	Access fee to Exxat's Required Documents features	$35.00 - 1 Year ⌄	➕ Add to cart
🔒 Exxat Subscription	Access fee to Exxat's STEPS		

EXAMPLE

Proceed To Check Out »

18. **Required Documents.** Required documents are a key component of your profile. Your school has a unique list of documents that you must provide including medical records, vaccine records, and more. It's vital that you upload your documents in a timely manner and keep your documents up to date.

a. You can view the list of documents, the status for each document (Approved/Disapproved/In Progress/Pending Approval) and upload those documents here.

b. You can view the "Document Guidelines" placed below the name of the document and complete Document Guidelines are accessible on clicking "more."

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Health insurance * ① **Document Guidelines:** • *Front and back of card to be uploaded* • *Student name should be on the card*	8/11/2016	N/A	N/A	N/A	✔	⬆
2	Negative TB test * ① **Document Guidelines:** • *Proof of the initial 2-step testing plus subsequest annual single-step test restults require* **more..**	11/23/2016	Expiry Date: **MISSING**	N/A	N/A	✔	⬆

c. To upload a document, click the "blue upload icon" on the right and follow the instructions in the window. Please note that your school may restrict the document format (.png, .jpeg, etc.)
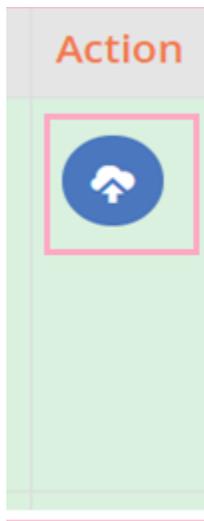
d. You can also add additional documents not listed in the purple "Additional Documents Uploaded by Student" box.

e. You can also add any notes in the bottom "Additional Notes" box.

✎ Additional Document Uploaded By Student ⌄

+ Add New Document

#	Document Name	Document Description	Reviewed Date	Expiry Date	Share With Site	Action
No document uploaded.						

✎ Additional Notes ⌄

No additional notes entered. ✎ [Edit]