

Compliance Requirements (EXXAT)

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

The screenshot shows the dashboard for the Loyola University College of Nursing & Health School of Nursing. The left sidebar contains navigation links: School Contact, My Help, Resource Materials, Map Of Affiliation, and Technical Support. The top right shows the user is logged in as 'Loyola-Nursing-G'. A yellow banner provides instructions on uploading agreement forms. A red banner alerts students to check their SON compliance documents and upload COVID boosters before May 8th. A blue banner mentions NURS-G855 requests. The main content area features a 'Pending Or Expired Document(s)' table and a 'My Current Placement' section.

Document Name	Expiration Date	Status
Physical Exam	N/A	Pending (due by- N/A)
Hepatitis B	N/A	Pending (due by- N/A)
MMR (Measles, Mumps and Rubella)	N/A	Pending (due by- N/A)
Varicella	N/A	Pending (due by- N/A)
Polio	N/A	Pending (due by- N/A)
Tdap	N/A	Pending (due by- N/A)
TB Test	N/A	Pending (due by- N/A)
TB Risk Assessment Form	N/A	Pending (due by- N/A)
Influenza Vaccination	N/A	Pending (due by- N/A)
COVID-19 Vaccination	N/A	Pending (due by- N/A)
CPR Certification	N/A	Pending (due by- N/A)
Universal-Background Check Results	N/A	Pending (due by- N/A)
Universal-Drug Screen Results	N/A	Pending (due by- N/A)
Student Police Verification form	N/A	Pending due by- 5/1/2022

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.

Required Documents Download All Documents Help Print

My Profile > Required Documents >

Instructions: This section lists all of your school's required documents. View the legend to understand the different colors and symbols in this section. To upload documents, click the blue cloud button. To upload a document not listed below, use the additional document section. To write a note for your school, use the additional notes section. For questions on what to upload, view the template/sample provided (if applicable) or contact your school.

Click to read why the document has been disapproved
Document note
Upload new document
Click here to (*) its mandatory required documents
Hover on color to see the details
■
■
■
■

Student Document

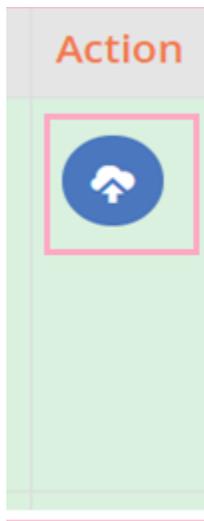
Student Required Documents

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	CPR Certification * 0	N/A	Expiry Date: MISSING Completed Date: MISSING	N/A		✓	
2	Health Insurance Verification * 0	N/A	N/A	N/A		✓	
3	MMR (measles, mumps, rubella) immunization record or proof of immunity by titer * 0	N/A	N/A	N/A		✓	
4	Varicella Zoster Titer (chicken pox) immunization record or proof of	N/A	N/A	N/A		✓	

- 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 * Document Guidelines: <ul style="list-style-type: none"> • 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 * Document Guidelines: <ul style="list-style-type: none"> • Proof of the initial 2-step testing plus subsequent annual single-step test results 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. [✎ \[Edit\]](#)