

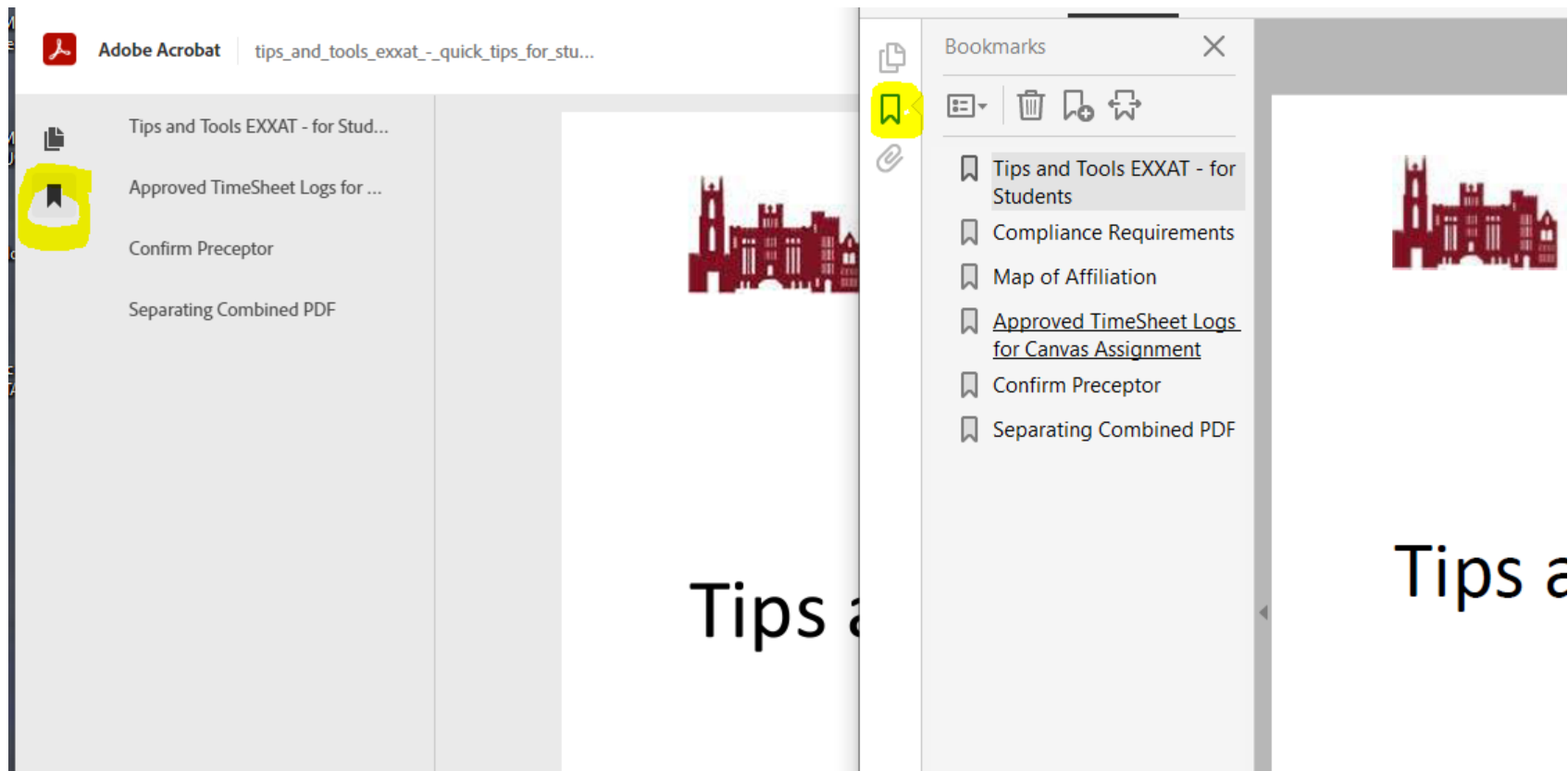


School of Nursing

# Tips and Tools – EXXAT

For Students

Click on the INDEX tab for easy navigation



# 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 Nursing & Health School of Nursing. The header includes the school's name and navigation icons. A sidebar on the left lists menu items like 'School Contact', 'My Help', 'Resource Materials', 'Map Of Affiliation', and 'Technical Support'. The main content area features a yellow banner with upload instructions, a red banner with a COVID booster reminder, and a blue banner about NURS-G855 requests. Below these is a section titled 'Pending Or Expired Document(s)' which contains a table of documents. A yellow arrow points to the 'Physical Exam' document in the table.

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

2) This will take you to the subscriptions page:

## ~ SUBSCRIPTIONS

Item	Description	Subscription	
 Exxat Subscription	Congratulations on completion of your course! In order to continue accessing your account, please subscribe to Exxat.	Included	<a href="#">Paid By Organization</a>
 Required Documents Subscription	Access fee to Exxat's Required Documents features	\$35.00 - 1 Year	<a href="#">+ Add to cart</a>
 Exxat Subscription	Access fee to Exxat's STEPS	\$150.00 - 4 Year	<a href="#">+ Add to cart</a>

[Proceed To Check Out >](#)

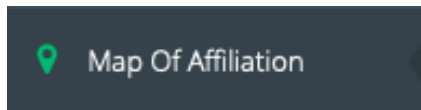
- 3) Add the \$35.00 annual Access fee (required documents) to upload your compliance documents, and the \$150.00 Access fee for STEPS to be able to process your practicum placements.

# Map of Affiliation for Students

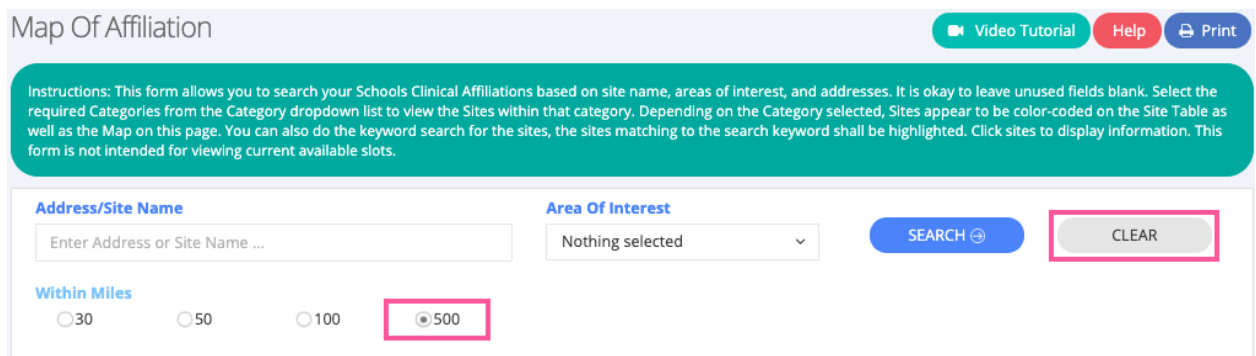
## STEPS ALL

The Map of Affiliation contains all your school's clinical affiliations. Please note that these are affiliations only, there is no guarantee that any of these sites will offer slots for you or that there will be a clinical opportunity at that site. This information is provided for your convenience. You should not contact these sites directly.

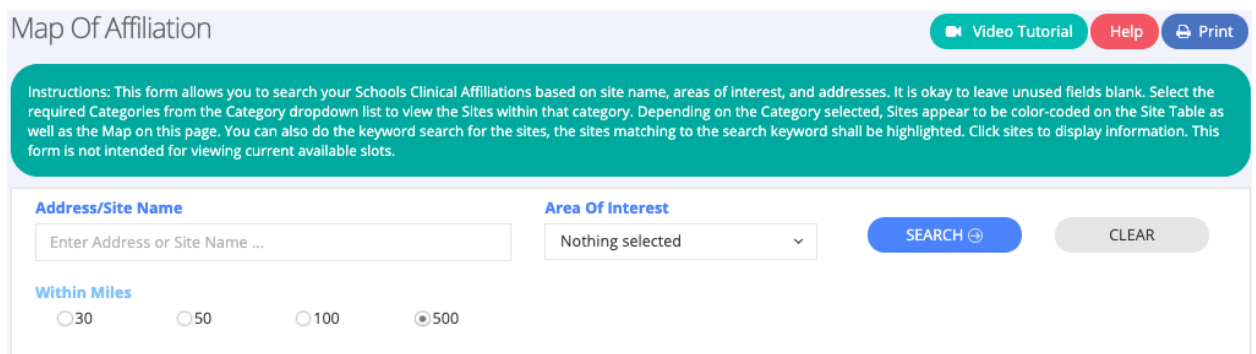
1. On your left menu, select Map of Affiliation.



2. *Please note: the page by default selects 500 as the "within miles" which may cause your searches to not find all sites possible. Uncheck it and click Clear before running a search.*

The screenshot shows the 'Map Of Affiliation' search interface. At the top right are buttons for 'Video Tutorial', 'Help', and 'Print'. Below is a teal instruction box. The main form has three sections: 'Address/Site Name' with a text input field, 'Area Of Interest' with a dropdown menu showing 'Nothing selected', and 'Within Miles' with four radio buttons (30, 50, 100, 500). The '500' radio button is selected and highlighted with a pink box. To the right of the form are 'SEARCH' and 'CLEAR' buttons, with the 'CLEAR' button also highlighted with a pink box.

3. There are 2 ways to search for sites:
  - a. The first section allows you to search by address, areas of interest, or within a certain mile radius:

This screenshot is identical to the one above, showing the 'Map Of Affiliation' search form with the '500' radio button selected and highlighted with a pink box.

- b. The second way is filter by city, state, active status, and more.

Advanced Search

Show 25 Records

City Contains Enter Value

State Multi-Select Nothing selected

Is Active Equals  Yes  No  N/A

Is Rural Equals  Yes  No  N/A

Search Clear All

4. The map and list will show you the results of your search. Widen or narrow your search further by adjusting the criteria you've entered.
  - a. Site names are on the right and are also represented on the map. You can click on them to see more information.
  - b. The page shows 25 records at a time, you can change it to All to see more listed.
  - c. The map is interactive, so you can zoom in or out as necessary. To do this, either hover over the map, clicking control while scrolling, or use the + or – icons.
  - d. Click on the blue dots to show the names of the clinics.
  - e. Click on the clinic names to be taken to their profiles.

Instructions: This form allows you to search your Schools Clinical Affiliations based on site name, areas of interest, and addresses. It is okay to leave unused fields blank. Select the required Categories from the Category dropdown list to view the Sites within that category. Depending on the Category selected, Sites appear to be color-coded on the Site Table as well as the Map on this page. You can also do the keyword search for the sites, the sites matching to the search keyword shall be highlighted. Click sites to display information. This form is not intended for viewing current available slots.

Address/Site Name: Enter Address or Site Name ...

Area Of Interest: Nothing selected

SEARCH CLEAR

Within Miles:  30  50  100  500

Sites near to my location  Default Site Location  School Location

Tools Advanced Search Show 25 Records

City Contains Enter Value

State Multi-Select Nothing selected

Is Active Equals  Yes  No  N/A

Is Rural Equals  Yes  No  N/A

Site Postal Code Contains Enter Value

Search Clear All

Filter By: Is Active : true

Site Name	Address
Apple Crest Nursing Center	1922 Water Street, Anaheim, California 92801, United States
BayHealth Hospital	4150 Chicago Ave., Riverside, California 92507, United States
Charity Care Center	5070 Vegas Valley Drive, Las Vegas, Nevada 89142, United States
Cherry Blossom Care Center	39571 Los Alamos Rd., Murrieta, California 92563, United States
Citrus Hospital	93 W. Colorado

# Confirm Preceptor - Student Instructions

1) Go to your placement(s) for the **fall 2021** semester:

My Placements

Instructions: Please select the appropriate session / rotation to view additional information about the clinical site. You will find information on site contact, site requirements and any special documents made available by the site. You will also see a list of forms that are required to be completed during your placement.

Evaluation Summary

Session	Site Details	Placement Dates	Setting
21E-NURS-G812	Loyola Student Health Services - Ochsner 6363 St. Charles Ave., Box #179, New Orleans, Louisiana(LA) - 70118	08/23/2021- 02/19/2022 Duration: 15 Week Sequence: 1	Federally Qualified Health Center
> 22S-NURS-G845	Dr. Michael Russo's Office South Tower, Suite 555, 1111 Medical Center Blvd., Marrero, Louisiana(LA) - 70072	01/17/2022- 05/31/2022 Duration: 16 Week Sequence: 1	Family Medicine (FM)

Displaying 1 - 2 of 2 Records

Show 25 Records

2) Under 'To Do List', select **Confirm Preceptor**:

Session: 21E-NURS-G812-1

START DATE: 8/23/2021

END DATE: 2/19/2022

SETTINGS: FEDERALLY QUALIFIED HEALTH CENTER

Site Name: Loyola Student Health Services - Ochsner

ROTATION TYPE: N/A

COURSE: N/A

FACULTY OF RECORD (FOR): MARGARET SAUB-BARRIOS

To send an email containing a profile link, click on the "Send Profile Link" button

Send Profile Link

Site Details

Site Name: Loyola Student Health Services - Ochsner

Phone: 564-895-2328

Site Area: In Area

Site Website: <https://studentaffairs.loyola.edu/health>

Site Address: 6363 St. Charles Ave., Box #179 New Orleans, Louisiana(LA)-70118

Site Settings: N/A

Site Category:

Facilities: Parking provided: No Housing provided: No

Parking Facility Notes: N/A

Housing Facility Notes: N/A

Working hours: N/A

To Do List

- Confirm Preceptor
- RP Log
- Evaluations

To Do List

- Confirm Preceptor

To Do List

- Confirm Preceptor

To Do List

- Confirm Preceptor

### 3) Add New Preceptor of Record:

Supervisor Information

Placement Details > Supervisor Information >

Session: **21F-NURS-G812 - 1** START DATE: **8/23/2021** END DATE: **2/19/2022** SETTINGS: **FEDERALLY QUALIFIED HEALTH CENTER**

Site Name: **Loyola Student Health Services - Ochsner** ROTATION TYPE: **N/A** COURSE: **N/A**

FACULTY OF RECORD (FOR): **MARGARET SALIB-BARRIOS**

**+ Add New Preceptor of Record** ⚠ Saved not Submitted ✓ Submitted

Name	Contact Details	Status	Action
No records found			

Showing 0 to 0 of 0 entries

### 4) Select preceptor and Submit:

Add/Edit Educator

Session: **21F-NURS-G812 - 1** START DATE: **8/23/2021** END DATE: **2/19/2022** SETTINGS: **FEDERALLY QUALIFIED HEALTH CENTER**

Site Name: **Loyola Student Health Services - Ochsner** ROTATION TYPE: **N/A** COURSE: **N/A**

FACULTY OF RECORD (FOR): **MARGARET SALIB-BARRIOS**

If you want to add following Preceptor of Record at this Site please click on it.


**Foxman Irina**  
Clinical Preceptor of Record  
irina.foxman@gmail.com  
Phone No.:505-865-3326

**Guidry Lannie**  
Clinical Preceptor of Record  
lguidry@loyno.edu  
Phone No.:225-572-9748




Patient Log Report  
 School Contact  
 My Help  
 Resource Materials  
 Map Of Affiliation  
 Technical Support

If you want to add following Preceptor of Record at this Site please click on it.



**Foxman Irina**  
 Clinical Preceptor of Record  
 irina.foxman@gmail.com  
 Phone No.:505-865-3326



**Guidry Lannie**  
 Clinical Preceptor of Record  
 lguidry@loyno.edu  
 Phone No.:225-572-9748

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**PERSONAL INFORMATION**

First Name \*

Last Name



Email Address \*

Phone Number   
 Please add only one phone number

**WORKING DETAILS**

Save & Close Submit

5) Incomplete:

Shelton Randal	Email ID : randal.shelton@lmunet.edu Phone : 970 615-9120		 
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6) Complete:

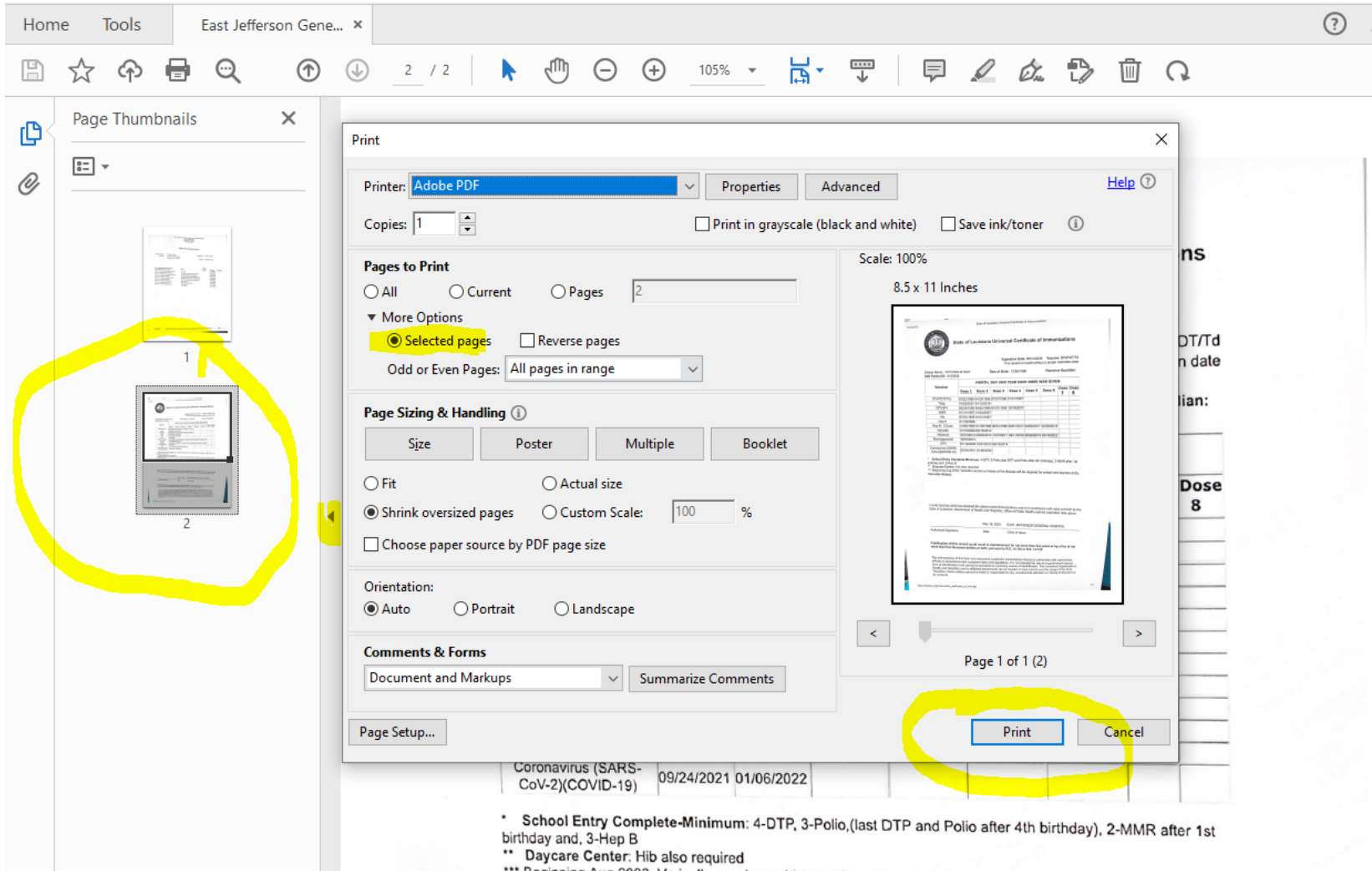
+ Add New Preceptor of Record

⚠ Saved not Submitted ✔ Submitted

Search:

Name	Contact Details	Status	Action
Davis Darrell	Email ID : darrelld9096@yahoo.com Phone : N/A	<span style="background-color: yellow; padding: 2px 5px;">✔</span>	

# Separating or Extracting a single page from a combined PDF in **Adobe Acrobat Reader**



- 1) **Open PDF.** Click on small **arrow** in center left of document, then click on **Page Thumbnails** icon.
- 2) **Select page(s)** you would like to remove and right click and select, **Print Pages ...**
- 3) **See settings** in example above – **rename and save to desktop**