

INDEPENDENT STUDENT REQUEST PROCESS

Welcome to Prisma Health and the myClinicalExchange program (mCE). We are making your clinical rotations more organized, efficient, and easy to manage! The directions provided in this guide are intended for students who will submit their own placement request directly to the Hospital.

This process is only intended for the following programs:

MIDLANDS PROGRAMS - Child Life, Dental, Dental Assistant, DNP (Clinical & Non-clinical), Master of Public Health, Medical Laboratory Science (In House) MSN Programs, Nursing Administration Nursing Education, Nursing Informatics, Music Therapy, Nurse Practitioner (NP) Psychology (Doctorate), RN to BSN, RN Refresher, Social Work (Masters), South Carolina HIV Training Center University 201

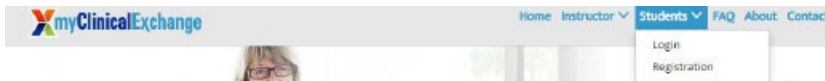
UPSTATE PROGRAMS - DNP (Clinical & Non-Clinical), Midwifery, MSN Clinical, MSN Nonclinical, Clinical Nurse Practitioner, RNBSN Clinical, RNBSN Non-Clinical

If your university/school coordinator arranges and manages your rotation, please disregard these instructions, and contact your coordinator for further directions.

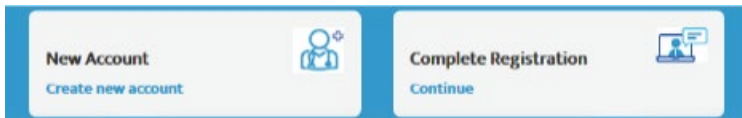
STEP 1: REGISTRATION

Please navigate to <https://www.myclinicalexchange.com/MainPage.aspx> by either following this link or copy/pasting it into your web browser. We recommend using the following internet browsers for the optimal use of myClinicalExchange: Google Chrome, Firefox, Safari. If you already have a mCE account, please skip to step 3 [Requesting a Rotation](#).

1. In the upper right corner of the homepage, click the Students button and select Registration from the drop-down menu.




2. You will be navigated to a page where you can choose from the two options below:

A screenshot of the registration form, labeled 'Step 1 of 3'. It has two input fields: 'Enter your Email' with the value 'enadonoeruk@gmail.com' and 'Enter Security Code' with a CAPTCHA image showing the numbers 2, 5, 7, 4, 1. Below the CAPTCHA is the instruction: 'For security, please enter the numbers from the image into the above box in the same order.' There are 'Continue' and 'Back' buttons at the bottom right.

3. Enter your school-issued email.
 - a. You must use a proper e-mail address as the system will send you a validation code in the next step. You may use a personal e-mail address if your University does not issue University-based e-mail addresses.

4. Enter the security code numbers in the blank box.

If you cannot read the security code, click the “refresh” icon  to see a new set of numbers.

There will be NO letters, just numbers.

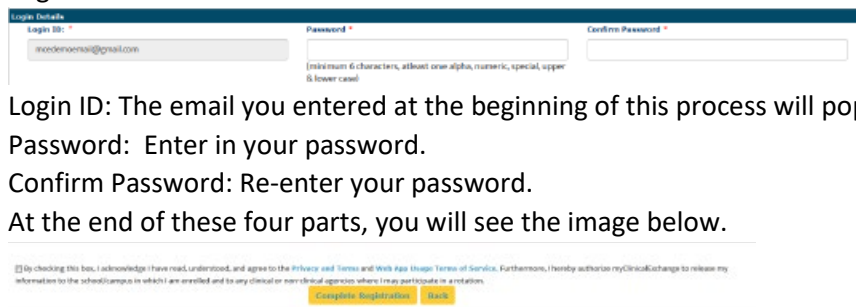
5. Click Continue and you will be navigated to Step 2 of 3.
6. A validation code will be sent to your email from do-not-reply@myclinicalexchange.com. If you do not see your validation code in your email, please click on Resend Validation code.
7. Enter the validation code.
8. Enter the security code.



9. Click on Continue Registration. You will be directed to Step 3 of 3 where you input your personal information.

Please note that a red asterisk (*) next to a box means that information is required to proceed in mCE. This next area can be broken down into four sections: Personal Information (legal name), School Enrollment Details, Emergency Contact Person, and Login Details. ***Please note that myClinicalExchange does not share or sell your information.**

Login Details:



Login ID: The email you entered at the beginning of this process will populate in this area.

Password: Enter in your password.

Confirm Password: Re-enter your password.

At the end of these four parts, you will see the image below.

10. Click on Complete Registration. You will see a confirmation page indicating that your account has been created UNLESS you indicated that your University/Program was “Not Yet Listed”. If your University/Program was not listed, please give our team 3-5 business days to create your University/Program and associate your account. At that point, you will receive a notification to log in.
11. Click Continue to be navigated to the Student Login Page.

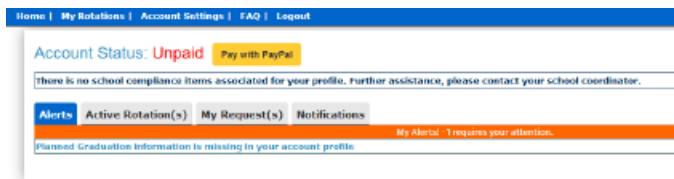
STEP 2: LOG IN & NAVIGATION

1. On the login page, enter the email and password you created in the Login Details area. Click Login. If you don't remember your password, use the "Forgot Password?" link to have your password emailed to you.
2. Please read the disclosure and click Accept.
3. You will be prompted to create Security Questions. Once you've entered that information, click Save & Continue.

To better understand how to use mCE, please check out our FAQ's channel at <https://www.youtube.com/user/myClinicalExchange> .

4. The top left corner will indicate your Account Status is "Paid" or "Unpaid".
 - a. You do not need a payment against your account in order to submit a Request for a placement. However, IF your placement request is Approved, Prisma Health will pay for your myClinicalExchange account and you will see your Account Status update here.

5. You will see four tabs of information under your Account Status.



STEP 3: REQUESTING A ROTATION

Watch [Requesting a Rotation](#) tutorial.

How to submit a rotation request:

1. On the homepage, select the **My Request(s)** tab.
2. Select **New Request**.
3. On **New Request** window that opens, do the following:
 - a. Select your state, hospital, and program from the **State**, **Hospital**, and **Program** drop-downs.
 - b. Select **Continue**.
4. On the **New Request** page that loads, do the following:
 - a. Complete the **School Info**, **School Coordinator**, and **Past Experience** sections. (Required fields are marked with an asterisk.)
 - b. Select **Next**.

5. On the second **New Request** page that loads, do the following:
 - a. Complete the **Schedule Preferences** section. (Required fields are marked with an asterisk.)
 - b. Optional: Complete the **Preceptor** section.
 - c. Select **Save & Continue**.
6. In the **Comments** text box, enter any details about your rotation request. (This is required.)
7. Select **Review and Submit**. This displays a summary of your rotation request.
 - o Optional: If you are not ready to submit the rotation request, select **Save as Draft**. Your draft rotation request is located in your **My Request(s)** tab on the homepage.

Review your rotation request and then select **Submit Application**.

This displays a confirmation message, indicating you have successfully submitted your rotation request.

You can view your rotation request's status by selecting **My Request(s)** on the homepage.

[Viewing Rotation Requests \(mcoutput.com\)](http://mcoutput.com)