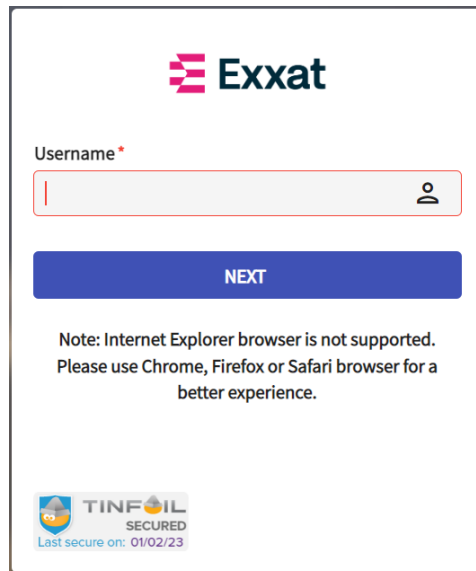


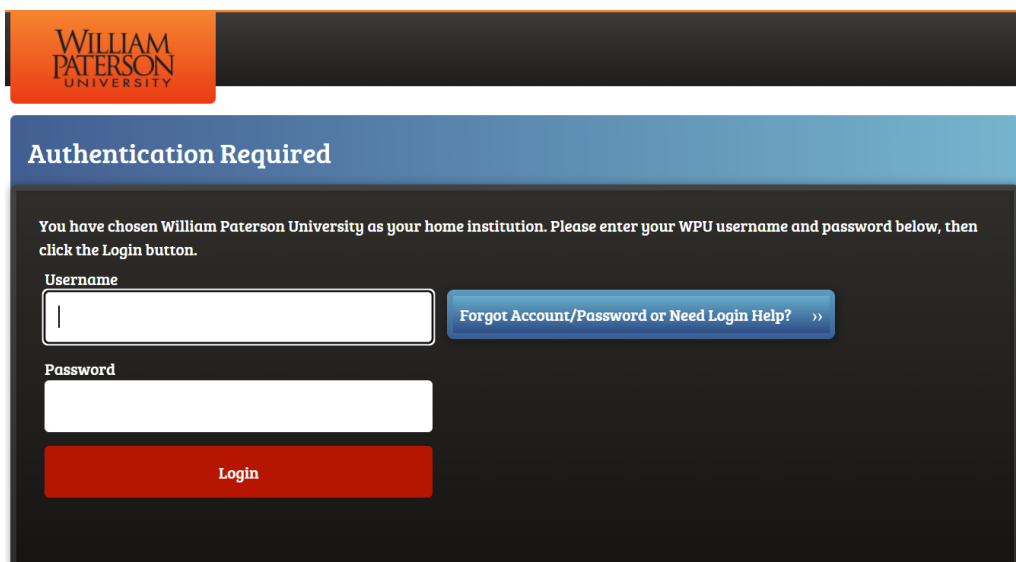
# How to Log In to Exxat STEPS using SSO

1. Go to <https://steps.exxat.com/>
2. In the “Username” field, enter your school email address and hit “next”



The image shows the Exxat login page. At the top center is the Exxat logo, which consists of a stylized 'E' made of three horizontal bars followed by the word 'Exxat'. Below the logo is a text input field labeled 'Username \*' with a red asterisk. To the right of the input field is a small person icon. Below the input field is a blue button with the word 'NEXT' in white capital letters. Underneath the button is a note: 'Note: Internet Explorer browser is not supported. Please use Chrome, Firefox or Safari browser for a better experience.' At the bottom left of the page is a 'TINFOL SECURED' badge with a shield icon and the text 'Last secure on: 01/02/23'.

3. Enter your WP username and password and then click on login



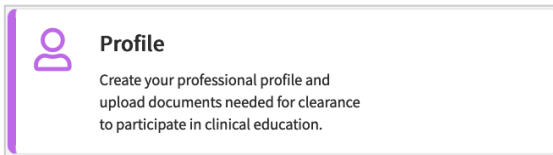
The image shows the William Paterson University authentication page. At the top left is the William Paterson University logo, which includes the text 'WILLIAM PATERSON UNIVERSITY' next to an orange square. Below the logo is a blue header with the text 'Authentication Required'. The main content area is dark grey and contains the following text: 'You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.' Below this text are two input fields: 'Username' and 'Password'. To the right of the Username field is a blue button with the text 'Forgot Account/Password or Need Login Help? »'. Below the Password field is a red button with the text 'Login'.

# Completing Your Student Profile for Students

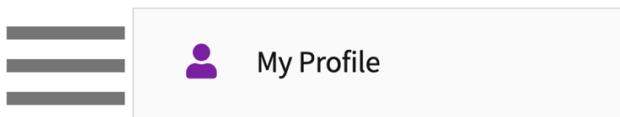
## STEPS V4

Your profile is your professional introduction to clinical sites where you will be placed throughout your time in your program. It is important to make a great first impression! Take your time when filling this out, and ensure your information is accurate and updated overtime.

1. On your dashboard, click on Profile.



- a. You can also access this from your left-menu.



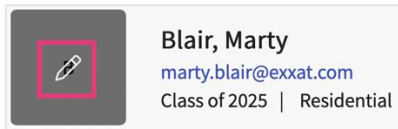
2. Click on the Profile Tab.

A screenshot of a student profile page. At the top, there is a sharing notice: "Sharing : ( Due date : June 30, 2022 ) I attest that my profile information can be shared with sites." with an "I Agree" button. Below this is a profile card for "Wright, Casey" with a photo, email "Casey.wright@exxat.com", phone "(555) 555-5555", and "Class of 2024 | Residential". There are "Download Profile" and "Share Profile" buttons. Below the profile card are two tabs: "Academics" and "Profile", with "Profile" highlighted. The "Profile" tab shows a table of status information and a list of program requirements.

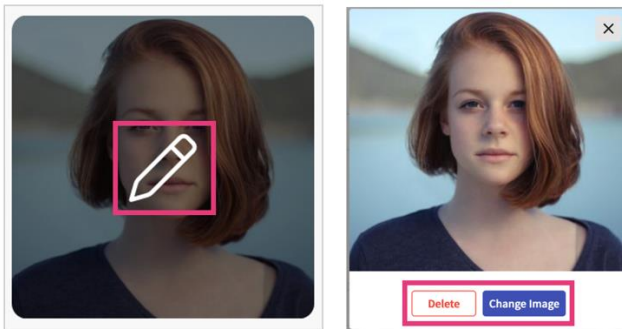
Status		
Enrollment term	Graduation term	Status
Summer 2021	Spring 2024	Active
Academic standing	Group	Campus
Good Standing	Residential	Newark Campus
Student category		
Pediatric Specialization		

Program Requirements	
<input checked="" type="checkbox"/> Outpatient	<input type="checkbox"/> Rehab
<input type="checkbox"/> Out of State Placement	<input type="checkbox"/> Acute Care
<input type="checkbox"/> Elective	

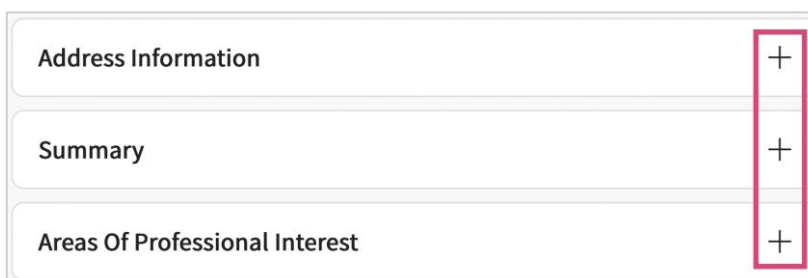
3. To upload a profile picture, hover over the gray box and click on the pencil icon.



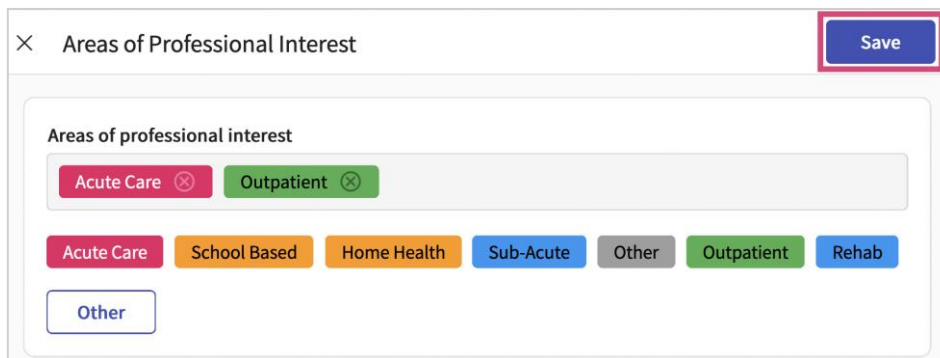
- To delete or change your profile picture, hover over the image and click on the pencil icon.



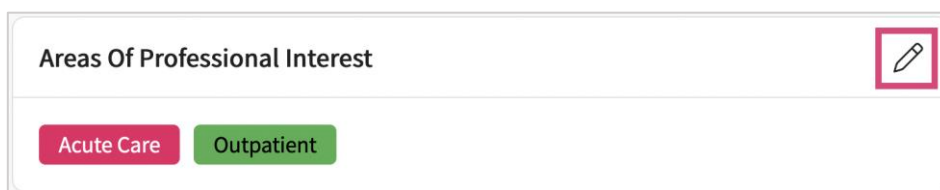
- Your profile will contain the following sections:
  - Demographic information: this is only shared with your program. It will not be shared with clinical sites.
  - Personal & Emergency Contact information
  - Address Information
  - Summary
  - Areas of professional interest
  - Resume
  - Education
  - Work experience
  - Membership
  - Licensure
  - Skills and Accomplishments: this will include Continuing Education information, publications, language skills, certifications, honors and awards, and other scholarly activity.
- For each section, click on the + icon to add information.



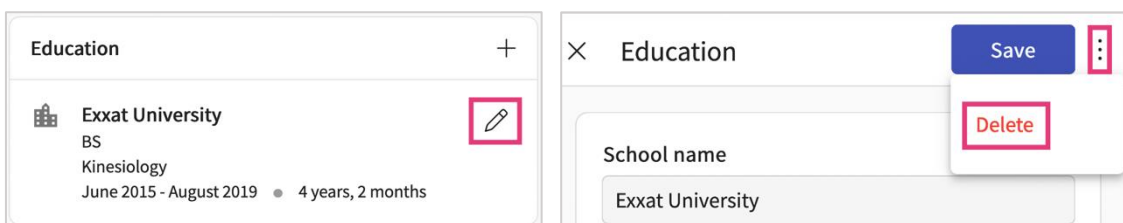
7. A drawer will open where you can add details. Click Save when done.



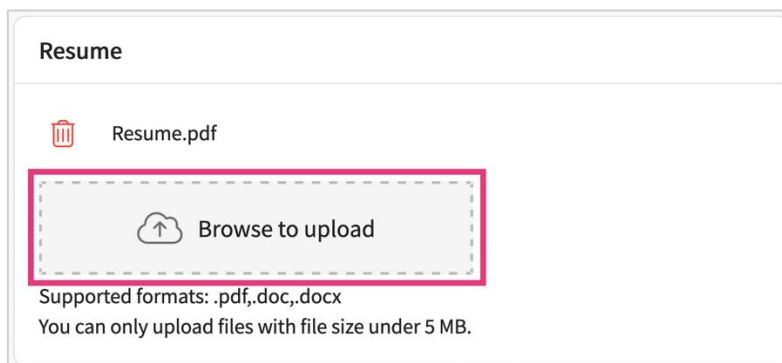
8. To modify any information you have previously entered, click on the pencil icon for that entry. A drawer will open, click Save when done.



9. To delete an item entirely, click on the pencil icon for that entry. Once the drawer opens, click on the vertical ellipsis, and select Delete.



10. To upload a resume, you can click on "browse to upload" or drag and drop your file.  
a. To delete your resume, click on the trash bin icon.

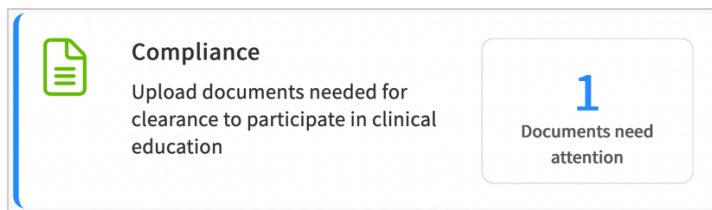


# Uploading Compliance Documents for Students

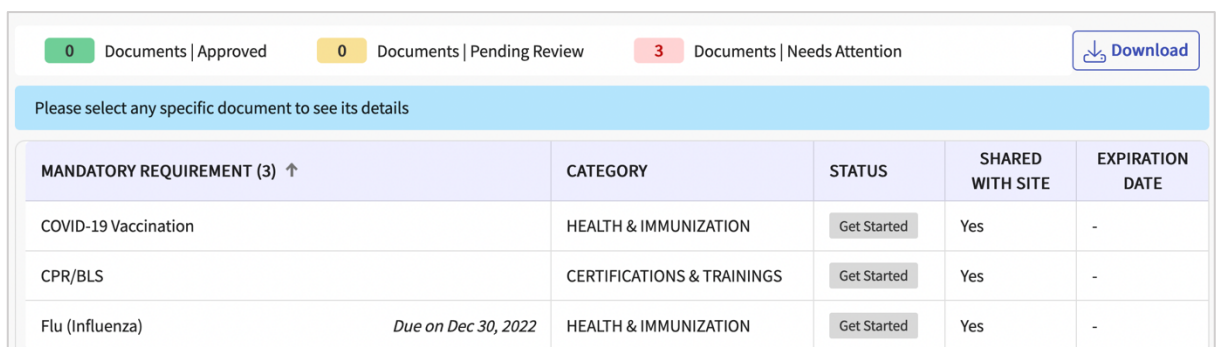
## STEPS V4

Your program may require that you upload compliance items to your profile which may be shared with clinical partners. These can include (but are not limited to) health and immunizations, insurance, certifications, and more!

1. Log in and from your dashboard, click on Compliance. The number within the card indicates any items that need your attention.



2. You will be redirected to the Compliance section where you will see a table with all items your program has requested you to upload. You will see any of the following statuses for each item:
  - a. **Get started:** you have not yet started working on this item.
  - b. **In progress:** you have begun filling your information for this item, but nothing has been submitted to the school.
  - c. **Pending Review:** the document has been submitted to your school.
  - d. **Approved:** the document has been reviewed by your school and it meets all requirements.
  - e. **Not Approved:** the document has been reviewed by your school and determined that it does not meet the requirements.
  - f. **Expiring:** an approved document on file is expiring.
  - g. **Expired:** the document has expired.
3. Click anywhere on the row for the item you'd like to manage.



MANDATORY REQUIREMENT (3) ↑	CATEGORY	STATUS	SHARED WITH SITE	EXPIRATION DATE
COVID-19 Vaccination	HEALTH & IMMUNIZATION	Get Started	Yes	-
CPR/BLS	CERTIFICATIONS & TRAININGS	Get Started	Yes	-
Flu (Influenza)	HEALTH & IMMUNIZATION	Get Started	Yes	-

4. After selecting a document, a drawer will open and it will display the guidelines for your compliance requirement, a template or sample document (if your school has provided one), and any information you have previously uploaded. Please review these items before moving on.
  - a. You may see the following options:
    - i **Vaccination**
    - ii **Titer Details:** Can be used if you have titer information rather than vaccination details.
    - iii **Declination Details:** If for any reason you would like to decline a compliance requirement, you will use this option.

× COVID-19 Vaccination

Your academic program may share this document with clinical sites at which you are placed

**COVID-19 Vaccination**  
Get Started

COVID Dose - 1	+
COVID Dose - 2	+
Declination Details	+

**Guidelines For Students**  
Please include the manufacturer of your vaccine in the notes field. Only CDC vaccination cards will be accepted as proof of vaccination. If you choose to decline the right to be vaccinated against COVID-19 please complete the declination form provided in the "template" section

**Templates**  
[View documents](#)

**Samples**  
[View documents](#)

5. To begin uploading a document and completing the information for a requirement, click on the plus (+) icon next to the document name. To edit an existing item, click the pencil icon.

**COVID-19 Vaccination**  
Get Started

COVID Dose - 1	<b>+</b>
----------------	----------

6. Another drawer will open asking for additional details and allowing you to drag and drop a file to be uploaded. Alternatively, you may click on the cloud button to search for a file to upload.
7. After you have completed all required fields, click Submit for Review.

COVID-19 Vaccination Submit for Review

**COVID Dose - 1**

**Dose 1 Date** \* \*  
Feb 08, 2022

**Manufacturer**  
Manufacturer

**Lot Number**

**Note**

Paragraph **B** *I* U | :≡ ∨ ;≡ ∨ ≡ ≡ | 🔗 ↶ | ⋮

2000 characters left

Upload Files

Supported formats: .pdf, .doc, .jpg, .jpeg, .png, .docx, .xlsx  
You can only upload files with file size under 5 MB.

**Guidelines For Students**  
Please include the manufacturer of your vaccine in the notes field. Only CDC vaccination cards will be accepted as proof of vaccination. If you choose to decline the right to be vaccinated against COVID-19 please complete the declination form provided in the "template" section

**Templates**  
[View documents](#)

**Samples**  
[View documents](#)

8. You will be asked to confirm your submission. Click OK.

Are you sure you want to submit for review?

OK

Cancel

9. The drawer will close, and you will see the status of the item you are working on change to Pending Review.

COVID-19 Vaccination

Your academic program may share this document with clinical sites at which you are placed

**COVID-19 Vaccination**  
Pending Review

**COVID Dose - 1**

Dose 1 date Feb 08, 2022	Manufacturer Manufacturer
-----------------------------	------------------------------

**Guidelines For Students**  
Please include the manufacturer of your vaccine in the notes field. Only CDC vaccination cards will be accepted as proof of vaccination. If you choose to decline the right to be vaccinated against COVID-19 please complete the declination form provided in the "template" section

**Templates**  
[View documents](#)

**Samples**  
[View documents](#)

10. Once you submit a document for approval, keep returning to check the status of your requirements. When your school has reviewed the document, it will change to:

- a. **Not approved:** your document will include a status, and once selected will show you details as to why your document has not been approved. Click on the pencil icon to make the needed changes and/or upload a new document.
- b. **Approved:** you are good to go!

<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">1</span> Documents   Approved <span style="background-color: #ffc107; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">1</span> Documents   Pending Review <span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 10px;">1</span> Documents   Needs Attention <span style="float: right; border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px; color: #007bff;">Download</span>				
Please select any specific document to see its details				
MANDATORY REQUIREMENT (3) ↑	CATEGORY	STATUS	SHARED WITH SITE	EXPIRATION DATE
COVID-19 Vaccination	HEALTH & IMMUNIZATION	Not Approved	Yes	-
CPR/BLS	CERTIFICATIONS & TRAININGS	Approved	Yes	Dec 30, 2022
Flu (Influenza)	HEALTH & IMMUNIZATION	Pending Review	Yes	-



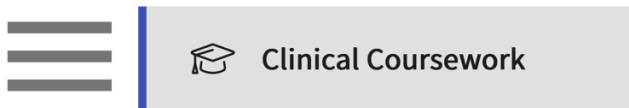
# Completing a Patient Log for Students

## STEPS V4

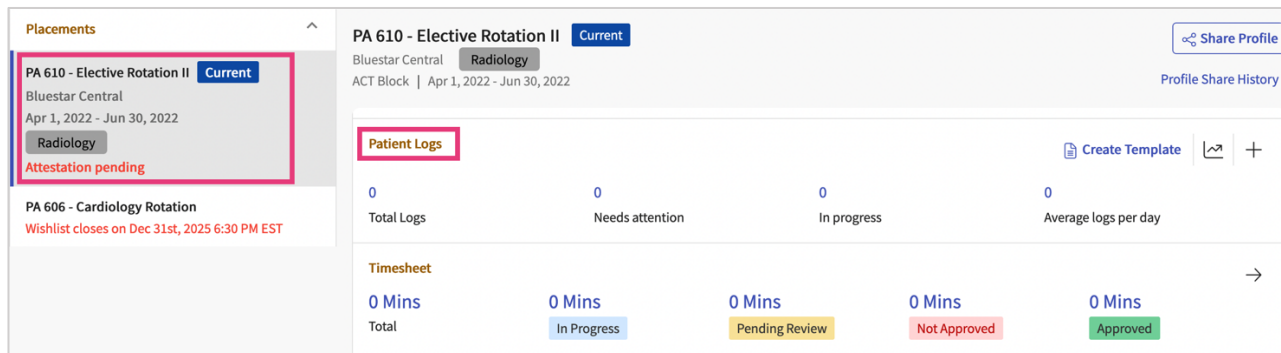
Patient logging is a key component of your clinical education. Patient logs record detailed information about your encounter with patients.

Once logs are submitted, your school may review and indicate a log needs attention.

1. Select Clinical Coursework from your dashboard or left menu.



2. Select the placement you would like to add a patient log for from the left panel and scroll down the page to the Patient Logs section.
3. The system will show you a tally of your total logs, as well as any logs that need your attention, are in progress, and an average of logs entered per day.



4. To add a new patient log, click on the + icon.



5. This will open a drawer with the patient log you will complete.
6. If you'd like to link a clinician, the system will show you any clinicians associated with your placement, and you can also add any new clinician details.

× Add Patient Log

Save Submit

**Encounter Details**

Clinical Notes

Preceptor Name

Date of Encounter\*

June 21, 2022

+ Add Preceptor

Nicolas Reeves

- If your program requires ICD 10 information, as you type in a code, a dropdown will appear showing you options. Click on the desired code.

**Diagnosis**

ICD 10 \*

f901

f901

Required Diagnosis

This field is mandatory.

- The system will then show you updated details, click on the code once more.

ICD 10 \*

f901


F901 Attn-defct hyperactivity disorder, predom hyperactive type

- For Required Diagnosis, begin typing in the search box to find the full list of available options. To remove any entered details, click on the trash bin.

**Diagnosis**


ICD 10 \*

Q f901

F901 Attn-defct hyperactivity disorder, predom hyperactive type 

Required Diagnosis \*

Q


Psychiatric/Behavioral Science-Pervasive Developmental Disorder 

10. If your program requires procedure or medication details, begin typing in the search box to find the full list of available options.

**Procedures**

Required Procedures \*



Q

Counseling/ Education-Psychotherapy—individual 

Observed  Assisted  Performed

11. Once done, click Submit.
- If you would like to return to this patient log to make further edits at a later time, click Save. This will mark the log as In Progress.

× Add Patient Log


 

**Encounter Details**

Clinical Notes

Preceptor Name

Date of Encounter\*

June 21, 2022 

12. Keep an eye on the status of your logs. Once your school reviews them, they may mark them as Needs Attention. If this happens, click on the number above Needs Attention.

**Patient Logs** [Create Template](#)

2 Total Logs      1 Needs attention      0 In progress      1.00 Average logs per day

13. Click on the Log ID to view feedback provided by your school.

← PA 610 - Elective Rotation II  
 Bluestar Central | Bluestar Central | ACT Block | Radiology | Apr 1, 2022 - Jun 30, 2022

**Logs**    Statistics

2 Total    0 In Progress    1 Submitted    1 Needs Attention    0 Approved    0 Approved & Locked

[+ Add Patient Log](#)    [Create Template](#)

LOG ID (1)	LOG STATUS	DATE OF ENCOUNTER	DATE OF SUBMISSION	AGE	GENDER	CLINICAL NOTES
2022-RAD-0001	Needs Attention	Jun 21, 2022	Jun 21, 2022	Adult (18-64 years)	Male/Man	-

14. School feedback will be listed at the very top, and you'll be able to make edits to your patient log and Submit once done.

× Edit Patient Log

2022-RAD-0001    Needs Attention    [Submit](#)

**School Feedback**

Rocio Ramirez ●  
 Please provide Patient Summary/Clinical Notes.

# Completing Timesheets for Students

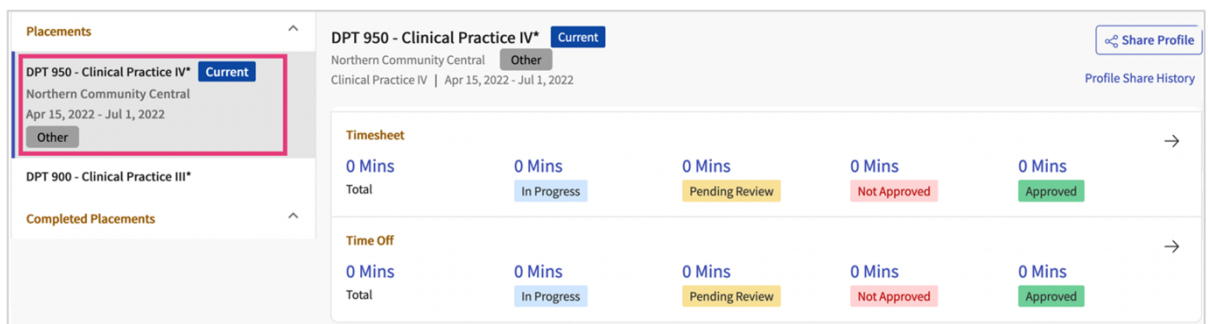
## STEPS V4

Your school may require you to complete a timesheet where you document the time you spend in your clinical placement.

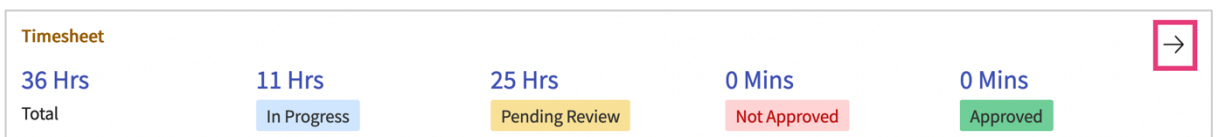
1. Log in and click on clinical coursework from your dashboard.



2. Select the placement you would like to fill timesheets for from the left panel and scroll down the page to the Timesheet section.
3. The system will show you a tally of our total time entered, any in progress work, those that are pending review, not approved, and approved.



4. To log more time, click on the arrow icon.



5. This will take to you to time entry grid, where you can review all time entered. Click on +Add Time Entry.

- A drawer will open. Fill in the date, instructor information, time in, time out, and any notes you have about the time you need to log. If you need to add multiple time logs, click on add more. After filling in the details, click on save.









- This will take you back to the grid. You will see a new line item for the time entry you just created with a status of saved.

	ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	REVIEWER'S COMMENTS
<input type="checkbox"/>		In Progress	Feb 7, 2023	Smith, Jenny	1:00 PM	5:00 PM	-	4 Hrs	-	-
<input type="checkbox"/>		In Progress	Feb 7, 2023	Smith, Jenny	8:00 AM	12:00 PM	-	4 Hrs	-	-
<input type="checkbox"/>		In Progress	Feb 1, 2023	Smith, Jenny	5:00 AM	9:00 AM	-	4 Hrs	-	-
<input type="checkbox"/>		In Progress	Feb 1, 2023	Smith, Jenny	1:01 AM	1:59 AM	-	58 Mins	-	-

- From the grid, you can select a saved entry and submit it for approval by checking the box to the left of the saved entry and then clicking the submit button on right top corner of the grid.

Total	8 Hrs	In Progress	0 Mins	Pending Review	0 Mins	Not Approved	0 Mins	Approved	8 Hrs	<input type="button" value="+ Add Time Entry"/> <input type="button" value="Submit"/>	
<input type="checkbox"/>	ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	REVIEWER'S COMMENTS	
		Approved	Mar 25, 2022	Mudaliar, Priyanka	8:00 AM	5:00 PM	60 Mins	8 Hrs	-	Test timesheet	

9. If you need to edit a saved time entry on the grid, click on the pencil icon under actions column. This will open a window where you can edit your time entry and then save your changes. Be sure to submit it when you are ready.

<input type="checkbox"/>	ACTION	STATUS	DATE	CLINICAL INSTRUCTOR	START TIME	END TIME	BREAK TIME	DURATION
	 	In Progress	Feb 7, 2023	Smith, Jenny	1:00 PM	5:00 PM	-	4 Hrs
	 	In Progress	Feb 7, 2023	Smith, Jenny	8:00 AM	12:00 PM	-	4 Hrs
	 	In Progress	Feb 1, 2023	Smith, Jenny	5:00 AM	9:00 AM	-	4 Hrs
	 	In Progress	Feb 1, 2023	Smith, Jenny	1:01 AM	1:59 AM	-	58 Mins

10. Once the entry has been submitted, the person who views your timesheet will mark them as approved or disapproved. Be sure to check this grid again for the status of your submitted timesheets. Once a timesheet entry is approved, you do not need to take further action on the entry. If your timesheet entry is disapproved, please follow the previous steps to edit the entry.

# Completing Evaluations for Students

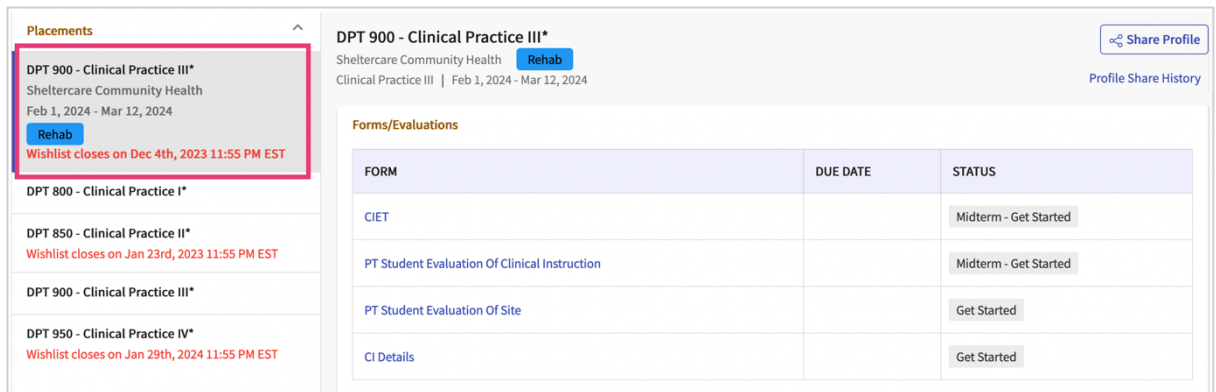
## STEPS V4

Your school may require you to complete various Evaluations in Exxat. Here is how you will access and complete the Evaluations:

1. Select Clinical Coursework from your left-menu or dashboard.

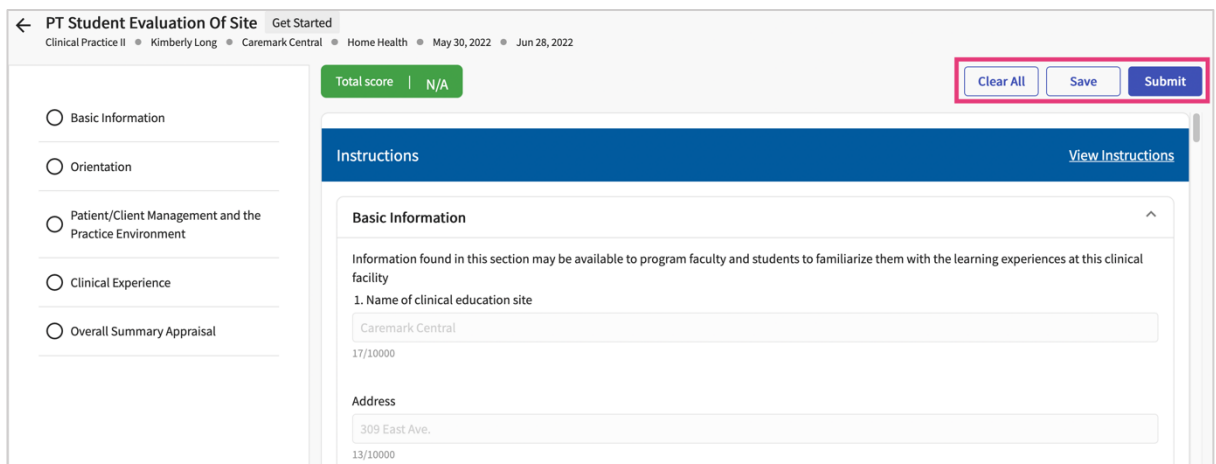


2. Select the placement you would like to complete evaluations for from the left panel and scroll down the page to the Forms/Evaluations section.
3. Click on the name of the evaluation to get started.
  - a. Be mindful of due dates!

A screenshot of the Exxat interface. On the left, a 'Placements' panel is visible, listing several clinical practice placements with their respective dates and wishlist closing times. The first item, 'DPT 900 - Clinical Practice III\*', is highlighted with a red box. On the right, the 'DPT 900 - Clinical Practice III\*' page is shown, featuring a 'Rehab' button and a 'Forms/Evaluations' table. The table has three columns: 'FORM', 'DUE DATE', and 'STATUS'. It lists four forms: 'CIET', 'PT Student Evaluation Of Clinical Instruction', 'PT Student Evaluation Of Site', and 'CI Details', each with a corresponding status like 'Midterm - Get Started' or 'Get Started'.

FORM	DUE DATE	STATUS
CIET		Midterm - Get Started
PT Student Evaluation Of Clinical Instruction		Midterm - Get Started
PT Student Evaluation Of Site		Get Started
CI Details		Get Started

4. You can always begin an evaluation and save your progress and return to it at a later time. Once you Submit an evaluation, you will not be able to make further changes.

A screenshot of the Exxat evaluation form for 'PT Student Evaluation Of Site'. The form is titled 'PT Student Evaluation Of Site' and is currently in a 'Get Started' state. On the left, there is a navigation menu with radio buttons for 'Basic Information', 'Orientation', 'Patient/Client Management and the Practice Environment', 'Clinical Experience', and 'Overall Summary Appraisal'. The 'Basic Information' section is selected. At the top right, there are three buttons: 'Clear All', 'Save', and 'Submit', with 'Submit' highlighted in blue. Below the navigation menu, the 'Basic Information' section contains a text area for '1. Name of clinical education site' with the value 'Caremark Central' and a zip code '17/10000'. Below that, there is an 'Address' section with the value '309 East Ave.' and another zip code '13/10000'.

Total score | N/A

Clear All Save Submit

Instructions [View Instructions](#)

Basic Information

Information found in this section may be available to program faculty and students to familiarize them with the learning experiences at this clinical facility

1. Name of clinical education site

Caremark Central

17/10000

Address

309 East Ave.

13/10000