



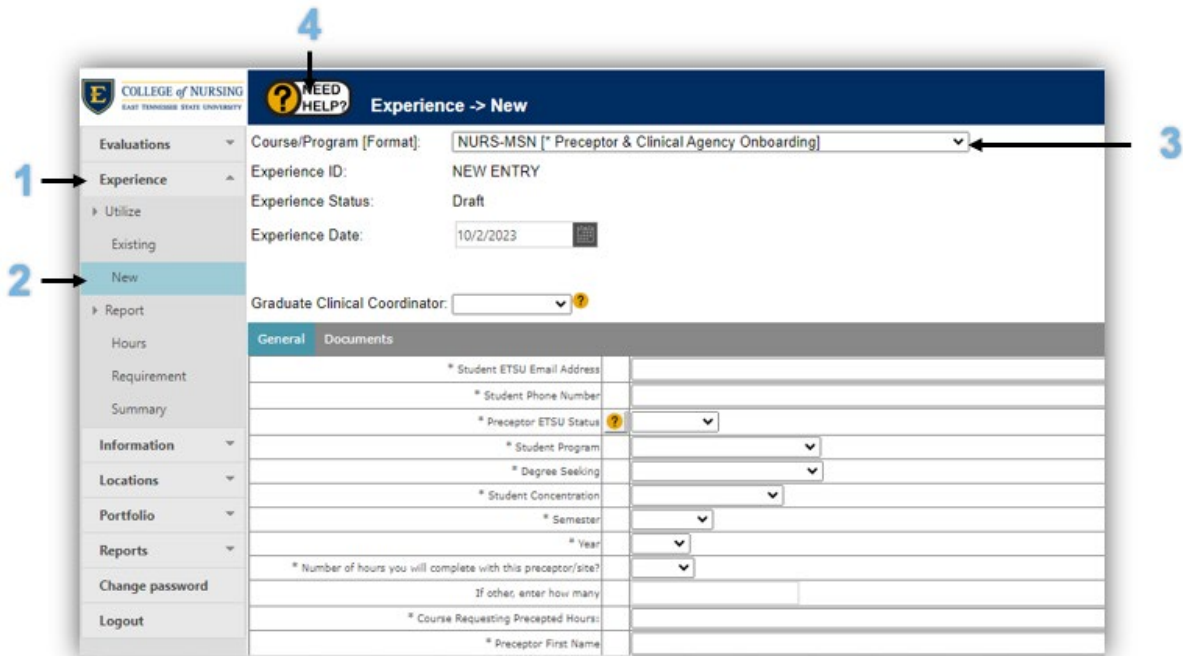
# ProjectConcert Instructions

PRECEPTOR AND CLINICAL AGENCY ONBOARDING

## I. Navigating to the Preceptor & Clinical Agency Onboarding Format

On the left navigation bar:

1. Click on the “Experience” dropdown
2. Click on the “New” function
3. Select the “Preceptor & Clinical Agency Onboarding” format from the Format dropdown
4. For a detail video walkthrough of the function, click on the ‘need help’ button to watch a tutorial



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## II. Completing the Preceptor & Clinical Agency Onboarding Format

5. Hover you mouse over question mark icons to load more information
6. Select your Graduate Clinical Coordinator from the dropdown
7. Complete all details required in the General tab

The screenshot shows the 'Experience -> New' form. At the top, there is a 'NEED HELP?' icon. The form fields include: Course/Program [Format]: NURS-MSN [\* Preceptor & Clinical Agency Onboarding]; Experience ID: NEW ENTRY; Experience Status: Draft; Experience Date: 10/2/2023; Graduate Clinical Coordinator: [dropdown menu]. Below these fields are two tabs: 'General' and 'Documents'. The 'General' tab is active. The form contains several required fields marked with an asterisk (\*): Student ETSU Email Address, Student Phone Number, Student Program, Degree Seeking, Student Concentration, Semester, Year, Number of hours you will complete with this preceptor/site?, Course Requesting Precepted Hours, Preceptor First Name, Preceptor Last Name, Preceptor Email, Preceptor Phone, and Number of Semesters they have served as preceptor for healthcare students?. A question mark icon is present next to the Preceptor Email field. Annotations include: a blue '7' with an arrow pointing to the 'General' tab; a blue '5' with an arrow pointing to a question mark icon in a dropdown menu; and a blue '6' with an arrow pointing to the Graduate Clinical Coordinator dropdown menu.

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- Click on the Documents tab to upload a Completed Paper/PDF Preceptor & Clinical Agency On-Boarding form. Preceptor CV or other documents can be attached as well.

NOTE: You must save your entry at least once before attaching a document. This is indicated by red text that will read **“You must Save the entry before attaching documents.”**

The screenshot shows a form with the following fields: Course/Program (Format): NURS-MSN [\* Preceptor & Clinical Agency Onboarding], Experience ID: NEW ENTRY, Experience Status: Draft, Experience Date: 10/2/2023, and Graduate Clinical Coordinator. A blue arrow labeled '8' points to the 'Documents' tab. Below the tab, a red warning message reads: **You must Save the entry before attaching documents.** Below the warning is an 'Add Document' button with a note: 'You must attach at least 1 document(s) and you may attach more if desired'. At the bottom of the form, there are buttons for 'Save' and 'Submit', and radio button options: 'Continue editing this entry' (selected), 'Create a new blank entry', and 'Create a new entry that is a copy of this entry'.

The Save and Submit options will be found at the bottom of the page:

- Select how you want the page to render after you Save / Submit

NOTE: You must make this selection BEFORE you click the save or submit button

- Click Save to save your work
- Click Submit to submit your entry to make it eligible for approval or rejection

NOTE: The system will check if all required items are completed. If not, you will be notified what items are incomplete. In these cases, please complete the required items and submit again.

The screenshot shows the bottom of the form with two dropdown menus: 'Percent of Population Nurse Educator' and 'Percent of Population Admin/EL/NHL'. Below these are the 'Save' and 'Submit' buttons, and the radio button options: 'Continue editing this entry' (selected), 'Create a new blank entry', and 'Create a new entry that is a copy of this entry'. A blue arrow labeled '10' points to the 'Save' button, a blue arrow labeled '11' points to the 'Submit' button, and a blue arrow labeled '9' points to the radio button options.