



ProjectConcert Instructions

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Accessing ProjectConcert

I. Accessing ProjectConcert

<https://secure.projectconcert.com/etsu>



COLLEGE of NURSING
EAST TENNESSEE STATE UNIVERSITY

Nursing ePortfolio
& Clinical Tracking
Portal

PRECEPTORS ONLY:

To log into Project Concert, you will use the credentials provided to you in your **Preceptor Welcome Email** from Sheena Miller, the Graduate Clinical Placement Coordinator. Your username is your **firstname.lastname** (ex. john.smith) If you did not receive the **Preceptor Welcome Email** or have forgotten your password, click the **I have forgotten my username and/or password link**. If you did not receive your **Preceptor Welcome Email**, please contact Sheena Miller at millersl5@etsu.edu

Username:

Password:

Login

[I have forgotten my username and/or password.](#)

Landing Page

I. Clinical Compliance Widget

After login, the landing page will load. This page allows you to quickly view information via widgets.

1. In the black box is a widget, this widget allows you to see your outstanding clinical compliance requirements.
2. “Clinical Compliance requirements” is a link that will take you to your requirements

ProjectConcert

NEED HELP? Logged in as: STUDENT 1FNP, Student
Welcome

Clinical Compliance Requirements: ?

- 5 Not Compliant
- 2 Upcoming Requirement
- 2 Institutional Review

Experiences: ?

- 1 editable rejected experiences
- 3 editable draft experiences
- 8 pending experiences

Evaluations: ?

- 4 incomplete ad hoc evaluations
- 2 evaluations to review

Current Courses: ?

	Course	Term	Section
1	Dashboard 1FNP 807	FA 2022	

You have successfully logged in.
To begin using the system, please select an item from the navigation menu on the left.

II. Instructional Guides

1. The “Need Help?” icon is located throughout ProjectConcert. Upon clicking on the icon, it will load an informative video about the function it is located in
2. The orange ‘?’ icon is located throughout certain areas of ProjectConcert. Upon clicking on the icon, it will load an informative video about the function it is located in.

ProjectConcert

NEED HELP? Logged in as: STUDENT 1FNP, Student
Welcome

Clinical Compliance Requirements: ?

- 5 Not Compliant
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III. Program Documents

Your institution may make documents available to you.

To access these documents, On the left side of the screen:

1. Click on the “Portfolio” dropdown
2. Click on “Program Docs” under Report
3. To efficiently view all documents, click on “Expand All” & “Collapse All” to expand/collapse documents
4. Click the “View” hyperlink to view a document
5. Click the “Download” button to download the document to your device

ProjectConcert
Logged in as: STUDENT BSN A - Chance, Lisa
Program Documents

Program: BSN

[Collapse All](#) [Expand All](#) *Click the small plus sign to the left of a document type to expand that group of documents

Document Type


	Document Type	Date	Title	Comment	
- Document Type: Bachelor of Science Nursing Application (1)					
1	Bachelor of Science Nursing Application	12/01/2016	Bachelor of Science Nursing Application		View Download
- Document Type: Handbook (1)					
2	Handbook	01/08/2014	Handbook	After reviewing handbook please sign and upload to Information > Document Tab > Add Document	View Download
- Document Type: Orientation Manual (1)					
3	Orientation Manual	03/12/2014	Orientation Powerpoint	Please review	View Download

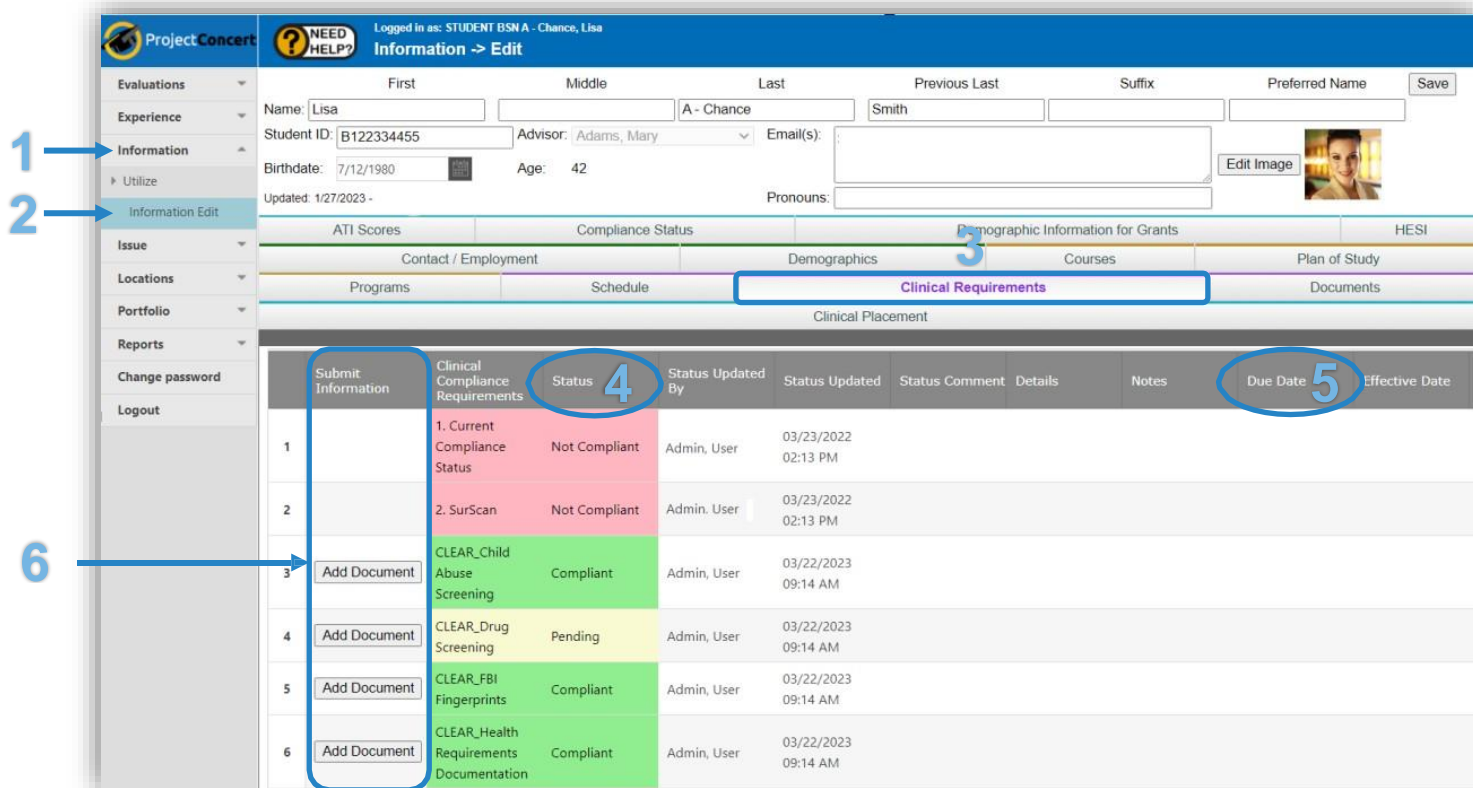
Clinical Requirements

I. Clinical Requirements

On the left side of the screen:

1. Click on the “Information” dropdown
2. Click on “Information edit” under Utilize
3. To view Clinical Requirements, be sure you are in the “Clinical Requirements” tab
4. The “Status” column Shows the status for the corresponding requirement
5. The “Due Date” column shows the date the compliance is due
6. To upload required documentation, click the 'Add document' button on the corresponding requirement

NOTE: if you see a  icon in the Clinical Requirements tab, please hover your mouse over the icon to display more information. This icon will not load a video if clicked on.



The screenshot displays the ProjectConcert system interface. The top header shows the user is logged in as STUDENT BSN A - Chance, Lisa. The main content area is divided into several tabs, with 'Clinical Requirements' selected and highlighted in blue. The table below lists the requirements, their status, and due dates.

Submit Information	Clinical Compliance Requirements	Status	Status Updated By	Status Updated	Status Comment	Details	Notes	Due Date	Effective Date
	1. Current Compliance Status	Not Compliant	Admin, User	03/23/2022 02:13 PM					
	2. SurScan	Not Compliant	Admin, User	03/23/2022 02:13 PM					
Add Document	CLEAR_Child Abuse Screening	Compliant	Admin, User	03/22/2023 09:14 AM					
Add Document	CLEAR_Drug Screening	Pending	Admin, User	03/22/2023 09:14 AM					
Add Document	CLEAR_FBI Fingerprints	Compliant	Admin, User	03/22/2023 09:14 AM					
Add Document	CLEAR_Health Requirements Documentation	Compliant	Admin, User	03/22/2023 09:14 AM					

7. A window will then appear at the top of the page. If you do not see the window, please scroll up to the top of the page.
8. The 'Type' will list what document you are to upload
9. Fill in a title, date, and any comments
10. Click "Choose file" to select a file to upload from your device OR drag and drop a file to the grey box
11. Click "Add Document"

The screenshot shows a document upload form with the following fields and elements:

- 8** points to the 'Type' field, which contains the text 'Copy of Child Abuse Clearance Results'.
- 9** points to the 'Date' field, which contains '3/22/2023', and the 'Title' and 'Comment' text input areas.
- 10** points to a grey box containing a 'Choose File' button, the text 'No file chosen', and 'or Drag and Drop Files'.
- 11** points to the 'Add Document' button.

Below the file selection area, there is a red warning message: "The maximum size for uploaded documents is 50MB. If you attempt a larger upload, the server may reject your request and you may lose any unsaved work." At the bottom right, there is a 'Cancel' button.

Viewing Uploaded Documents

I. Accessing Uploaded Documents

On the left side of the screen:

1. Click on the “Information” dropdown
2. Click on “Information edit” under Utilize
3. To view or edit documents that you have previously uploaded, be sure you are in the documents tab
4. To efficiently view all of your documents, click on “Expand All” & “Collapse All” to hide documents
5. If the box is check under “Locked”, then you may only view & download the document
6. Click the “View” link to view the document & click the “Download” button to download

The screenshot shows the Project Concert user profile page for Lisa Chance. The left sidebar contains a navigation menu with 'Information' and 'Utilize' highlighted. The main content area shows the 'Information -> Edit' form with fields for Name, Student ID, Advisor, Email, Birthdate, and Age. Below the form are several tabs: 'ATI Scores', 'Compliance Status', 'Demographic Information for Grants', 'HESI', 'Contact / Employment', 'Demographics', 'Courses', 'Plan of Study', 'Programs', 'Schedule', 'Clinical Requirements', and 'Documents'. The 'Documents' tab is selected and highlighted with a blue box (3). Below the tabs is a section for 'Clinical Placement' with 'Collapse All' and 'Expand All' buttons (4). A table of documents is displayed below, with columns for Type, Date, Title, Comment, File, Locked, View, Edit, Download, and Delete. The first document is a Curriculum Vita / Resume (4) with a 'Locked' checkbox (5) and 'View', 'Edit', and 'Download' buttons (6). The second document is a Drug Screening (5) with a 'Locked' checkbox (5) and 'View' and 'Download' buttons (6).

Type	Date	Title	Comment	File	Locked	View	Edit	Download	Delete	Locked by	Locked on	Updated by	Updated on
Type: Curriculum Vita / Resume (1)													
4	02/17/2010	Resume		Resume.doc	<input type="checkbox"/>	View	Edit	Download	Delete	A - Chance, Lisa	05/20/2014 09:28		
Type: Drug Screening (1)													
5	05/16/2018	add document		Drug Screening.pc	<input checked="" type="checkbox"/>	View		Download		Akbari, Debbie	06/21/2022 10:48	Akbari, Debbie	06/21/2022 10:48

Passport Report

The passport report will allow you to generate a PDF or Excel file of your clinical compliance requirements.

I. Generating a Passport Report

On the left side of the screen:

1. Click on the “Reports” dropdown
2. Click on “Reports” under Reports
3. Click on the “Generate” link in the row that reads “Student Passport”

ProjectConcert
Logged in as: STUDENT BSN A - Chance, Lisa
Reports

Group	Report	
1	Evaluation	Completed Evaluations as evaluatee or evaluator Generate
2	Student	Student Passport Generate

4. Select the report output type: PDF or Spreadsheet
5. Click the ‘Generate’ button

NEED HELP? Logged in as: STUDENT BSN A - Chance, Lisa
Reports -> Student Passport

Passport:

Initial Output: PDF Report Spreadsheet

6. Click on the ‘Report’ or ‘Spreadsheet’ hyperlink to switch the report output type

NEED HELP? Logged in as: STUDENT BSN A - Chance, Lisa
Reports -> Student Passport

Report Spreadsheet

ProjectConcert
Clinical Requirements
Printed: 03/22/2023 10:04:54AM

STUDENT INFORMATION
Last Name: A-Chance First Name: Lisa Middle Name: Suffix:
Student ID: B122334455 Birthdate: 07/12/1980 Age: 42 Email: isabella.akbari@projectconcert.com

STUDENT CLINICAL REQUIREMENTS

Clinical Requirements	Status
1. Current Compliance Status	Not Compliant
DOCS_Assumption of Risk, Waiver & Release Agreement	Not Compliant
DOCS_Clinical Orientation Manual Exam	Pending
DOCS_Color Vision Screening Test	Compliant
DOCS_CPR_Certification	Compliant
DOCS_Criminal Background Check	Compliant
DOCS_Health Insurance Card	Compliant
DOCS_Official Transcripts	For Institution Review
DOCS_Panel Drug Screening	

NEED HELP? Logged in as: STUDENT BSN A - Chance, Lisa
Reports -> Student Passport

Report Spreadsheet

Export to Excel

	First Name	Last Name	Middle Initial	Suffix	Full Name	Student ID	Advisor	Email Address	DOB	Age	1. Current Compliance Status - Status
1	Lisa	A - Chance			A - Chance, Lisa	B122334455	Adams, Mary	isabella.akbari@projectconcert.com	7/12/1980	42	Not Compliant