



ProjectConcert Instructions

ACCESSING AND NAVIGATING PROJECTCONCERT

Accessing ProjectConcert

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

- Login using your ETSU credentials:

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:

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

- Preceptors Only
 - To login to ProjectConcert, 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
- ETSU Students, Faculty, and Staff:
 - Please use your ETSU Credentials to log in.
 - This is your ETSU username and ETSU password.
 - Your ETSU username is what comes before the **@etsu.edu**
- Newly Admitted College of Nursing Students:
 - If you have received the initial Welcome Email from the Office of Student Services in regards to Clinical Health Requirements, you should have access to ProjectConcert.

(Continued)

- When logging in, please make sure to use your ETSU username (do not include the @etsu.edu) and your ETSU password.
- If you are still unable to access ProjectConcert after you receive the email, please contact the Information Technology Services Help Desk at itshelp@etsu.edu or 423-439-4648 for assistance.

- Existing Students:
 - If your ETSU credentials are not working, your ETSU password may be expired.
 - To verify this, attempt to log into D2L.
 - If your credentials do not allow you to log into D2L, you will need to reset your password.
 - If you reset your password, are still unable to login, and you are not receiving a message that your ProjectConcert account is inactive, please contact the Information Technology Services Help Desk at itshelp@etsu.edu or 423-439-4648

- Faculty and Staff:
 - If your ETSU credentials are not working and you are not receiving a message stating your account is inactive, please contact Myra Jones at mjones@etsu.edu to make sure your account is active.

Instructional Guides



1. The "Need Help?" icon is located throughout ProjectConcert.
 - a. 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.
 - a. Upon clicking on the icon, it will load an informative video about the function it is located in.

Landing Page



- Once you login to ProjectConcert you will be on the landing page.
- The landing page can always be accessed by clicking on the 'home' icon in the upper right corner.
- For an overview of the landing page, click on the NEED HELP? icon
- For a tutorial on a widget, click on the corresponding '?' icon

ProjectConcert

Logged in as: STUDENT BSN A - Chance, Lisa

Welcome

Clinical Requirements: ?

- 2 Not Compliant
- 4 Pending
- 2 For Institution Review

Experiences: ?

- 8 editable rejected experiences
- 27 editable draft experiences
- 83 pending experiences

Evaluations: ?

- 1 incomplete scheduled evaluations
- 6 evaluations to review

Issues: ?

- 4 Total open

Current Courses: ?

	Course	Term	Section	Description
1	Dashboard	NGR 5003L	Fall 2022	Fall 2022

You have successfully logged in.

Course Dashboard

1. On the landing page, click on the "Dashboard" link

MISERICORDIA UNIVERSITY

Logged in as: TEST STUDENT MSN Student MSN, Test

Welcome

Experiences: ?

- 1 editable rejected experiences
- 17 pending experiences

Evaluations: ?

- 1 incomplete scheduled evaluations


Current Courses: ? [Manage Hidden](#)

	Course	Term	Section	Description	Shift	Start	End	
1	Dashboard	TEST	2020-21 Academic Year - Spring	TEST	TEST	05/11/2021	05/31/2021	Hide

You have successfully logged in.

(Continued)

2. For a tutorial on the dashboard, click on the NEED HELP? icon
3. For a tutorial on the areas in the dashboard click on the corresponding '?' icon

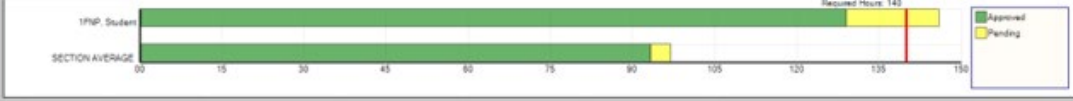
2  Logged in as: STUDENT 1FNP, Student
Course Dashboard -> FNP Primary Care Adult 1 (1FNP 807) - FNP Primary Care Adult 1 - Smith

FNP Primary Care Adult 1 (1FNP 807)

FNP Primary Care Adult 1 - Smith

Hours 3 Hide


FNP Clinical Hours Log - 140.000 required hours New Entry Existing Entries



	Name	Total Hours	Approved Hours	Pending Hours	Avg Entry(hours)	Oldest Pending(days)	Entry Count: (Total Approved Pending)
1	Hours Report Summary Report 1FNP, Student	146.0000000	129.0000000	17.0000000	6.9523809	87	21 18 3
2	SECTION AVERAGE	96.9166666	93.2500000	3.6666666	7.5519480	45	12.83 12.17 0.67

Journal 3 Hide

FNP Patient Entry - 160 required entries New Entry Existing Entries

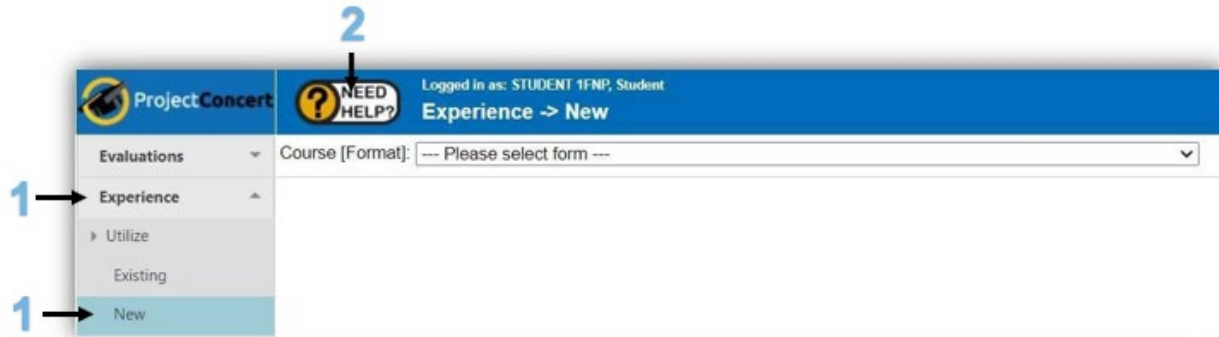


	Name	Entry Count: (Total Approved Pending)	Oldest Pending(days)
1	Requirement Report Summary Report 1FNP, Student	167 162 5	87
2	SECTION AVERAGE	112.20 110.60 1.60	54

Clinical Hours and Patient Journal

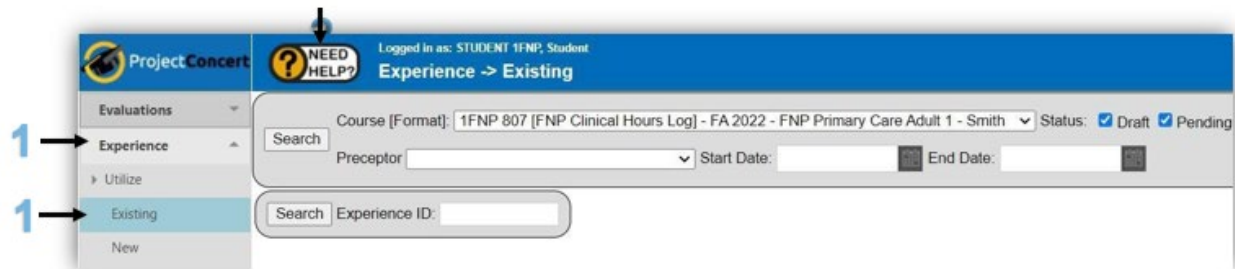
To document new entries:

1. Navigate to Experience > Utilize > New
2. For a tutorial on documenting your entries, click on the NEED HELP? Icon



To manage existing entries:

1. Navigate to Experience > Utilize > Existing
2. For a tutorial on managing your entries, click on the NEED HELP? Icon

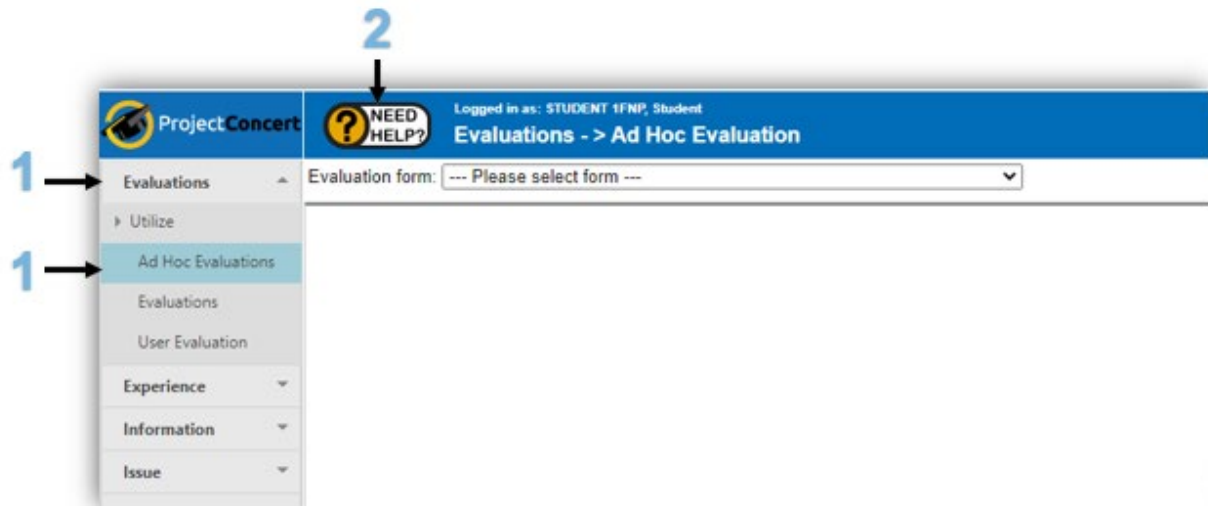


Ad Hoc Evaluations

To create an evaluation for yourself, you will use the Ad Hoc evaluation function:

Navigate to Evaluations > Utilize > Ad Hoc Evaluations

For a tutorial on creating evaluations, click on the NEED HELP? Icon

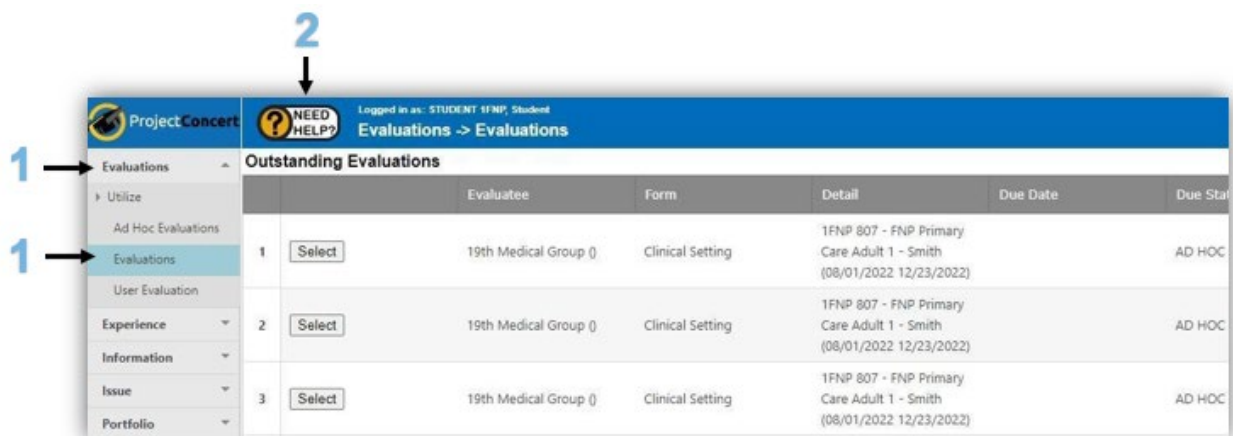


Existing Evaluations

To manage existing evaluations, you will use the Evaluations function:

Navigate to Evaluations > Utilize > Evaluations

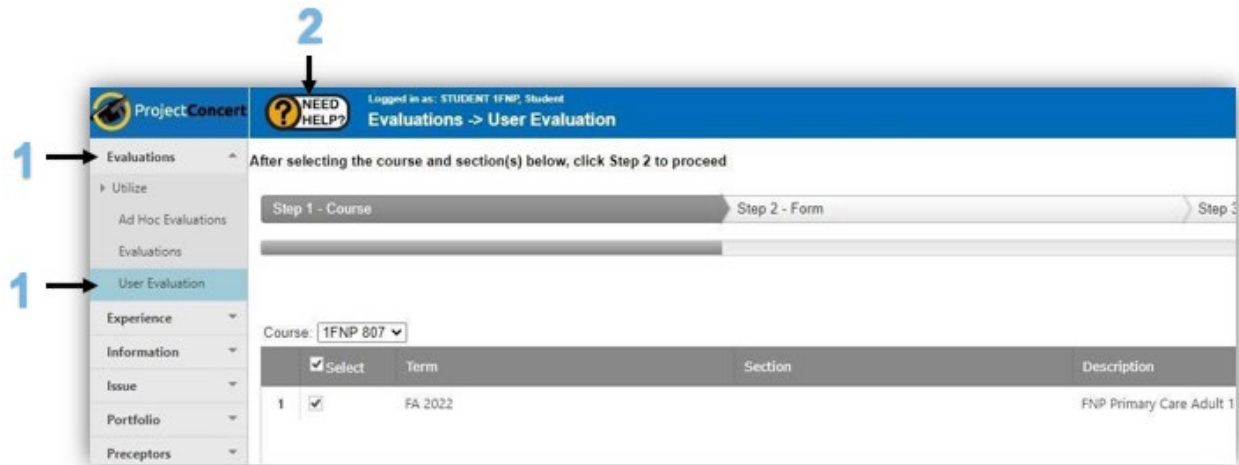
For a tutorial on creating evaluations, click on the NEED HELP? Icon



Scheduling Evaluations for a Preceptor

To schedule an evaluation for a preceptor, you will use the User Evaluation function:

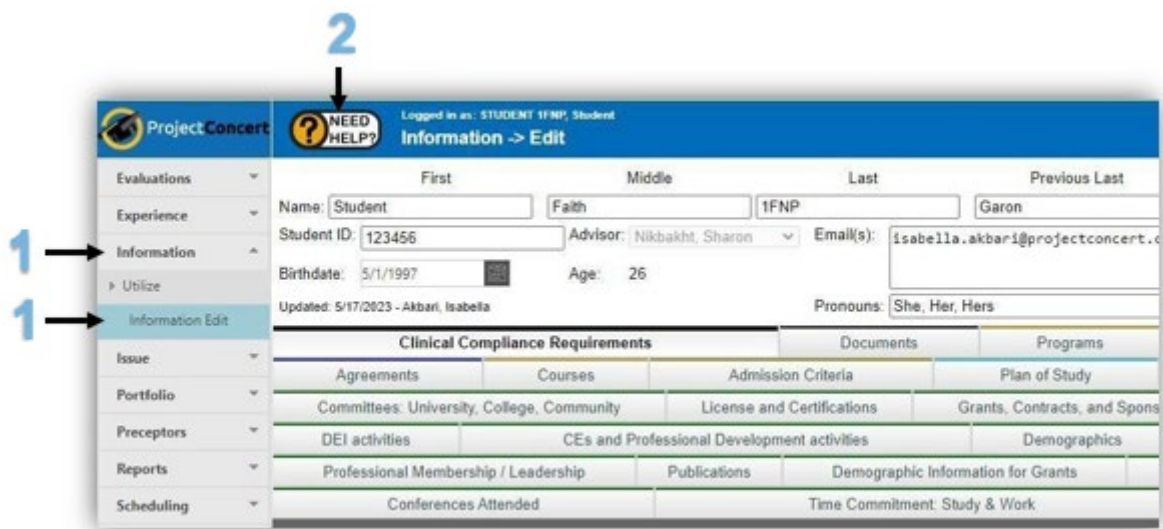
1. Navigate to Evaluations > Utilize > User Evaluation
2. For a tutorial on creating evaluations, click on the NEED HELP? Icon



Self E-Record

To access your electronic record, you will use the Information Edit function:

1. Navigate to Information > Utilize > Information Edit
2. For a tutorial on creating evaluations, click on the NEED HELP? Icon



Reports

Your account will have reports you can generate, to access the reports you will use the Reports function:

1. Navigate to Reports > Reports > Reports
2. Click the Generate hyperlink on the report you want to generate
3. For a tutorial on creating a report, click on the NEED HELP? icon located in the report's page

