ProjectConcert Instructions

STUDENT CLINICAL HEALTH REQUIREMENTS AND UPLOADS

Accessing ProjectConcert

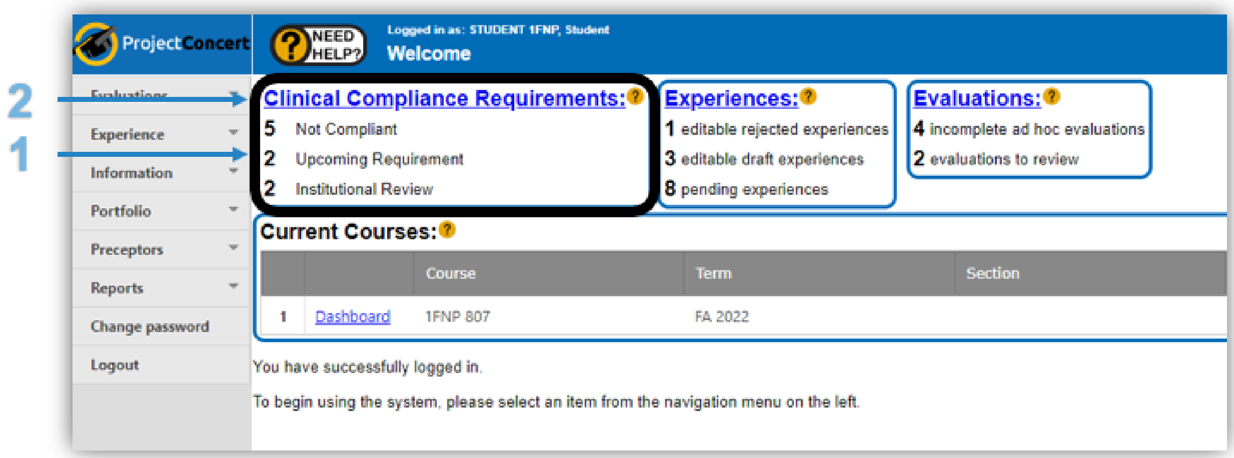
Use an Internet browser to navigate to this URL: https://secure.projectconcert.com/etsu

Landing Page

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



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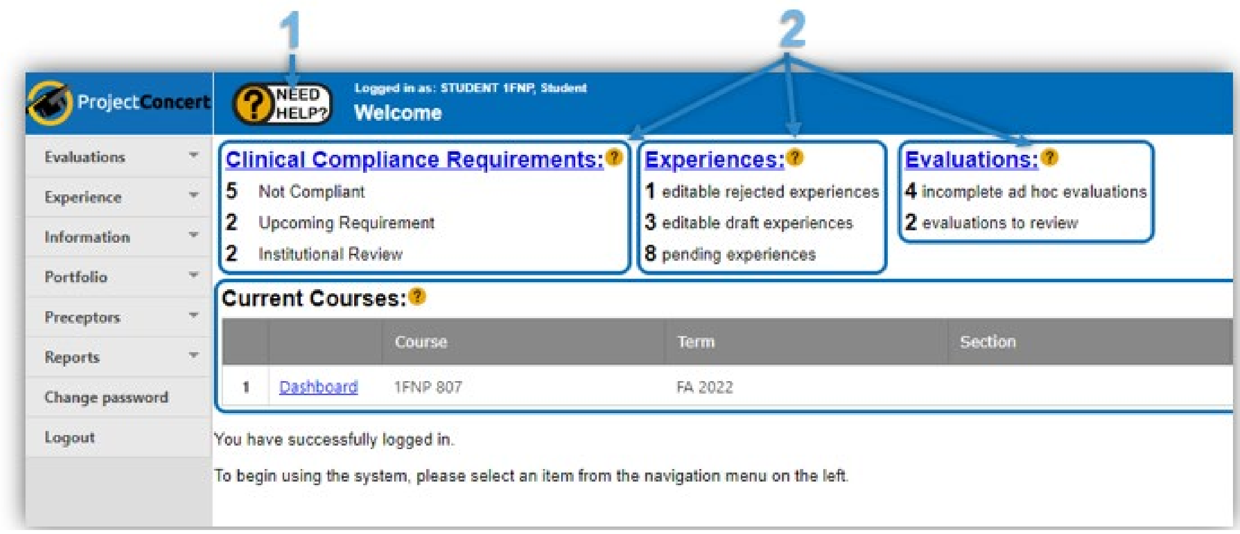
Instructional Guides

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.

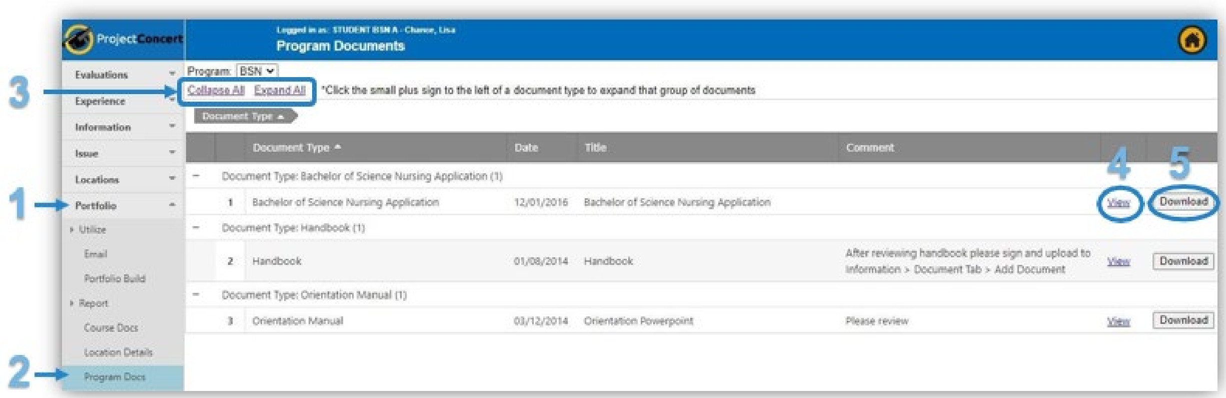


Program Documents

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

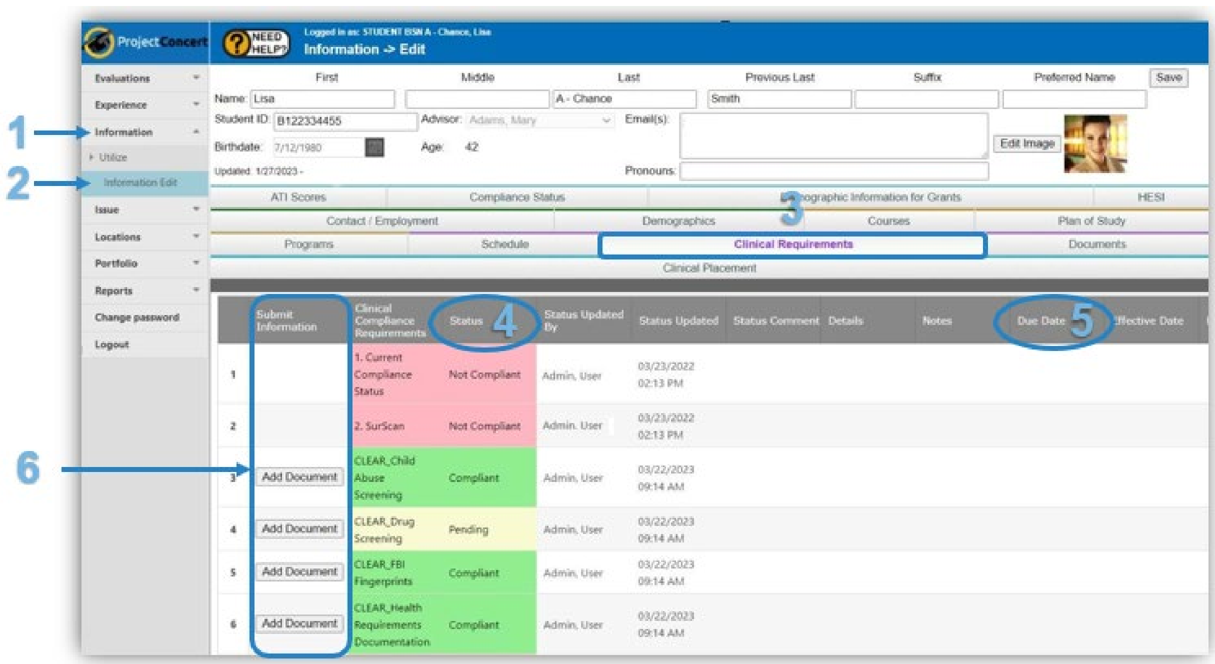


Clinical Requirements

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 an icon of a question mark in front of a round yellow field 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.



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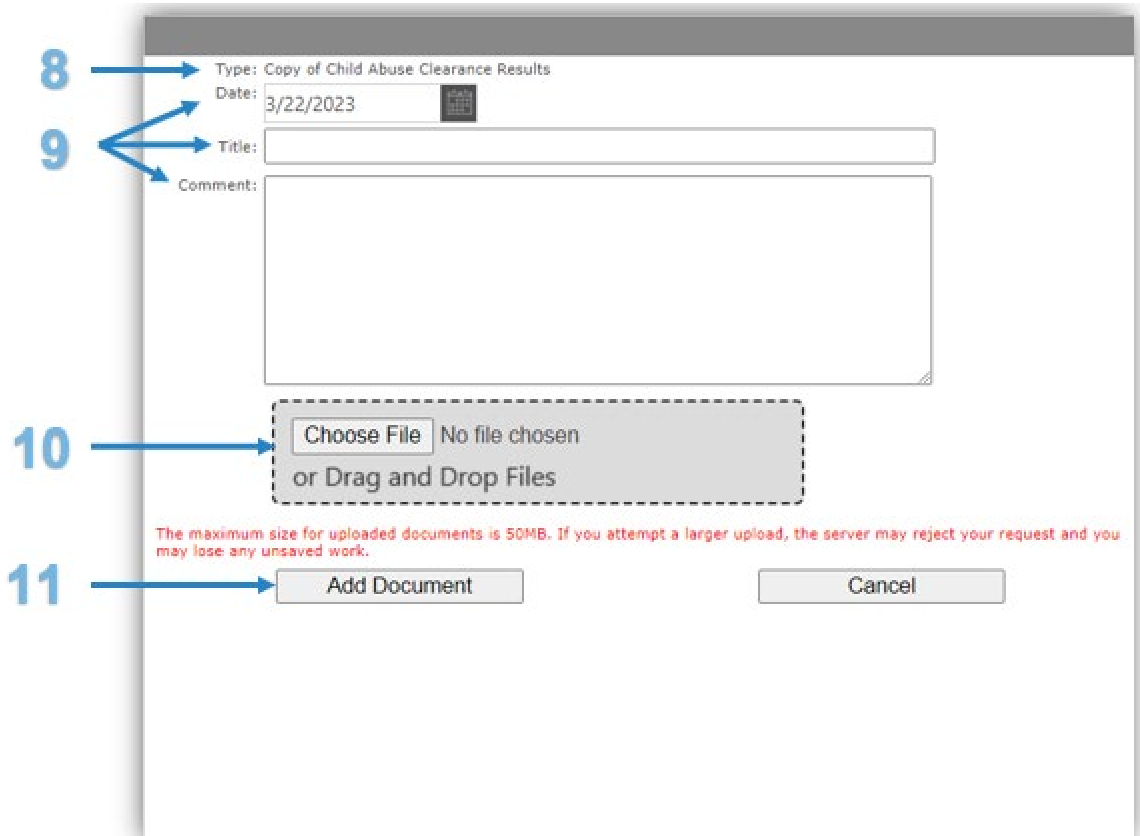
7. A window will then appear at the top of the page. If you do not see the window, please scroll up to the top of the page.
8. The 'Type' will list what document you are to upload
9. Fill in a title, date, and any comments
10. Click "Choose file" to select a file to upload from your device OR drag and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

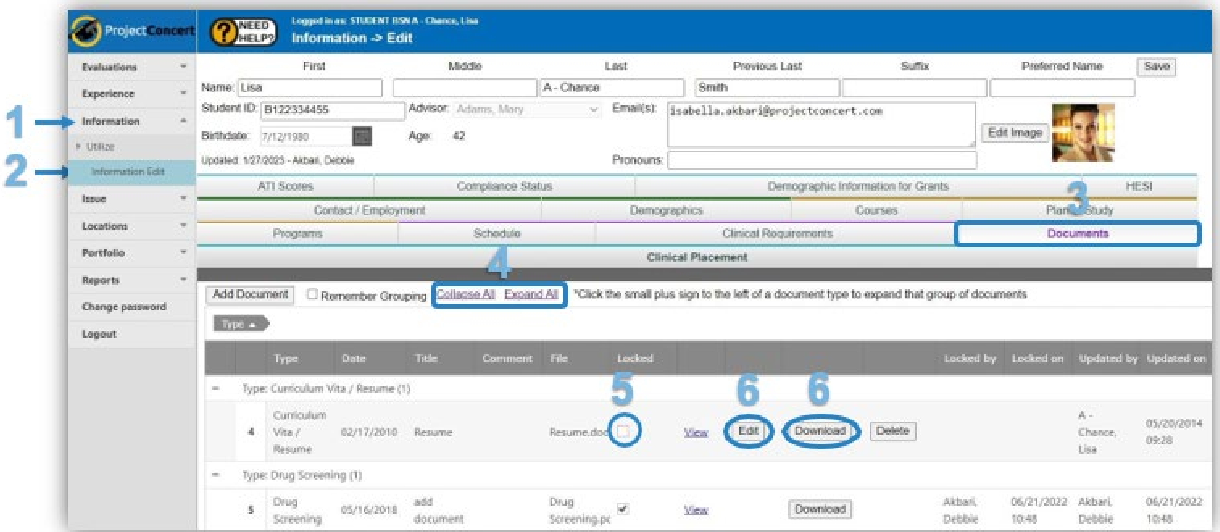


Viewing Uploaded Documents

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



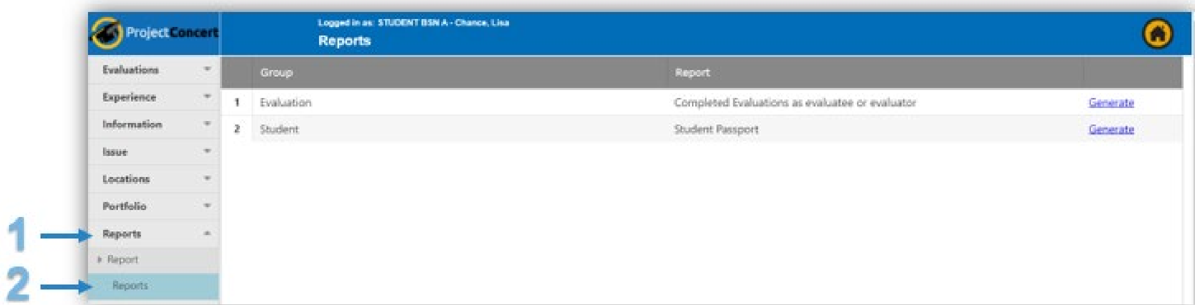
Passport Report

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

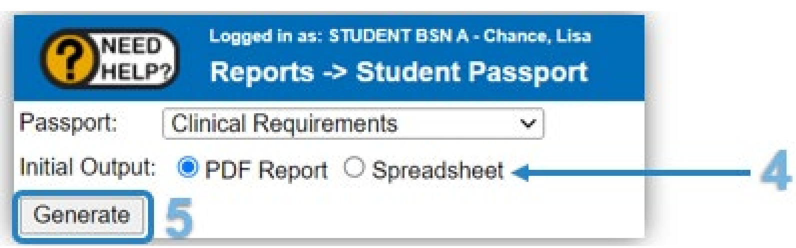
Generating a Passport Report

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”



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



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