



ProjectConcert Instructions

STUDENT CLINICAL HEALTH REQUIREMENTS AND
UPLOADS

Accessing ProjectConcert

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



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:

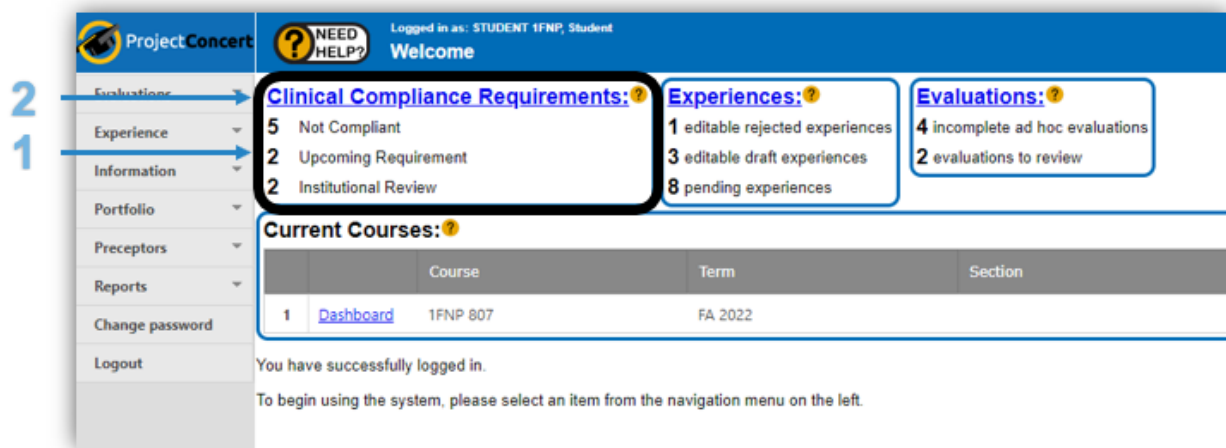
[I have forgotten my username and/or password.](#)

Landing Page

Clinical Compliance Widget

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

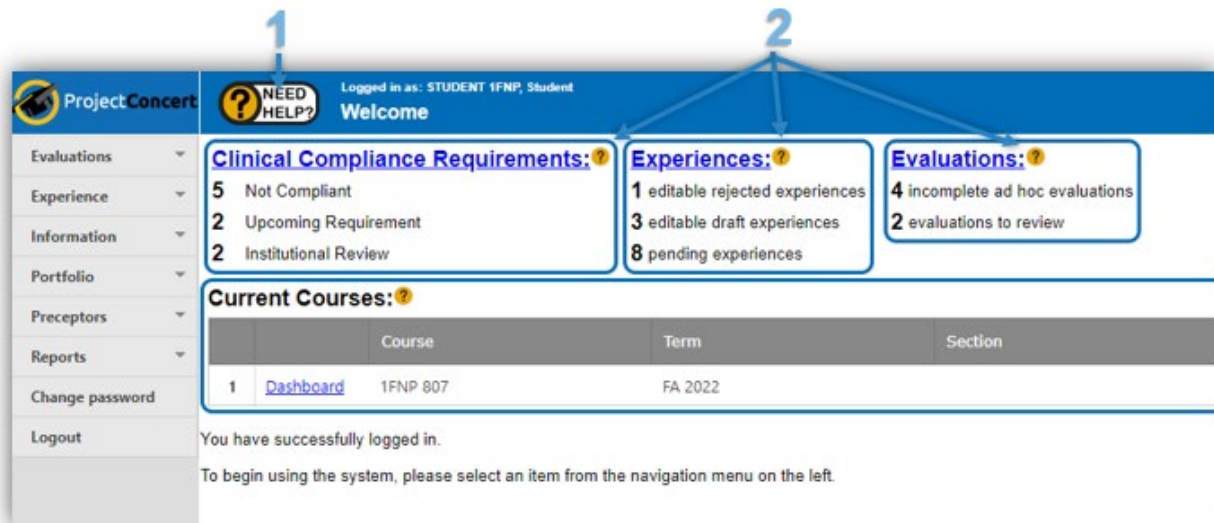
1. In the black box is a widget, this widget allows you to see your outstanding clinical compliance requirements.
2. "Clinical Compliance requirements" is a link that will take you to your requirements



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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.

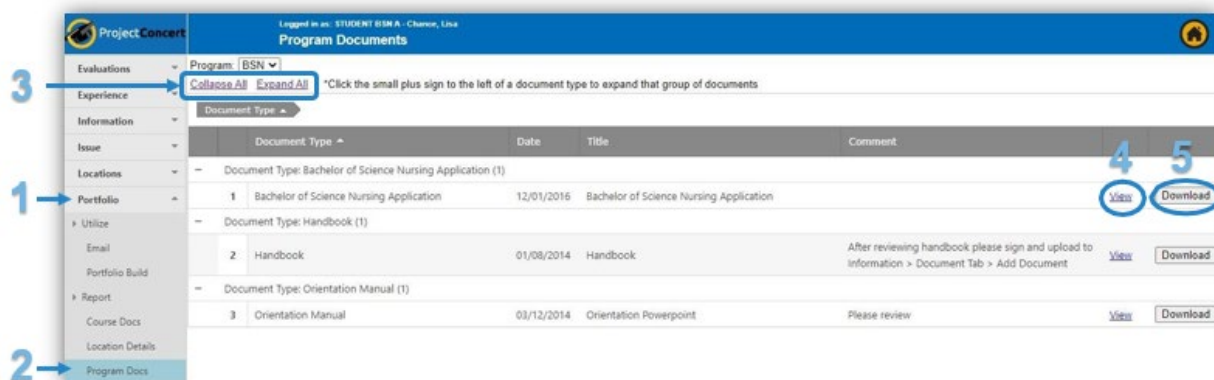


Program Documents

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.

The screenshot displays the 'Information -> Edit' page for a student named Lisa A-Chance Smith. The left sidebar contains a navigation menu with 'Information' and 'Utilize' sections. The 'Information Edit' option is highlighted with a blue arrow (2). The main content area shows a form for student information and a table of Clinical Compliance Requirements. The table has columns for 'Submit Information', 'Clinical Compliance Requirements', 'Status', 'Status Updated By', 'Status Updated', 'Status Comment', 'Details', 'Notes', 'Due Date', and 'Effective Date'. The 'Status' column contains 'Not Compliant', 'Compliant', and 'Pending' entries. The 'Due Date' column shows dates like '03/23/2022' and '03/22/2023'. A blue box highlights the 'Add Document' buttons in the 'Submit Information' column (6). Red and blue circles highlight the 'Status' and 'Due Date' columns respectively (4 and 5). A blue arrow points to the 'Information Edit' option in the sidebar (2).

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

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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"

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 (containing '3/22/2023'), the 'Title' text input field, and the 'Comment' text area.
- 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

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 student profile page for Lisa A-Chance. The left sidebar contains a navigation menu with 'Information' and 'Utilize' highlighted. The main content area shows the 'Documents' tab selected. A table lists uploaded documents with columns for Type, Date, Title, Comment, File, Locked, View, Edit, Download, and Delete. Numbered callouts indicate the following steps:

- 1: Click on the 'Information' dropdown in the sidebar.
- 2: Click on 'Information Edit' under the 'Utilize' section.
- 3: Click on the 'Documents' tab in the main content area.
- 4: Click on the 'Expand All' button to view all documents.
- 5: Check the 'Locked' checkbox for a document.
- 6: Click the 'View' button for a document.
- 6: Click the 'Download' button for a document.

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

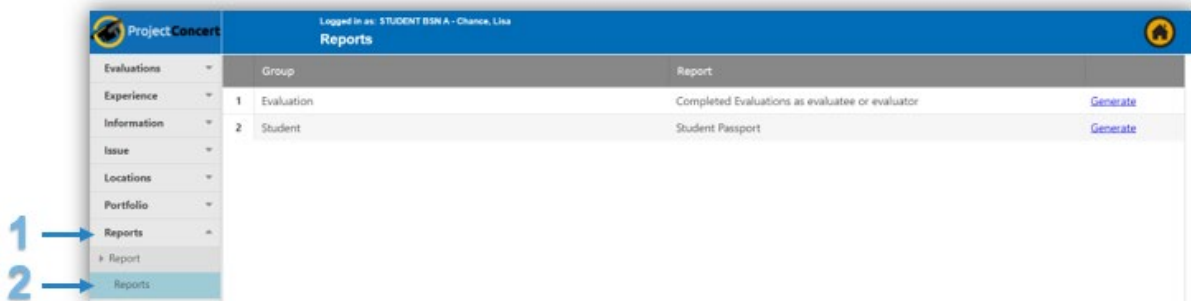
Passport Report

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

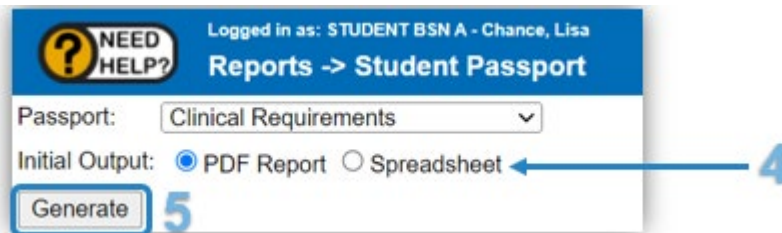
Generating a Passport Report

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

