

# Registering and Paying for myClinicalExchange

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Dear myClinicalExchange Student,

Welcome to the myClinicalExchange program (mCE). We are making your clinical rotations more organized, efficient, and easy to manage! The directions provided in this letter are divided into three parts: Registration, Log In & Payment, and Navigation Tips.

We wish you a successful year and trust you will find mCE a simple and helpful tool in your academic career!

Sincerely,

mCE Team

# Registration

Please navigate to <https://www.myclinicaexchange.com/MainPage.aspx> by either following this link or copy/pasting it into your web browser.

We recommend using the following internet browsers for the optimal use of myClinicalExchange.

- Google Chrome
- Firefox
- Safari

1. In the upper right corner of the homepage, click the **Student** button and select **Registration** from the drop-down menu.




You will be navigated to a page where you can choose from the two options below.



2. Click on the **New Account** (the red box) option. You will be directed to Step 1 of 3.

A screenshot of the 'Step 1 of 3' registration form. It has two main input sections. The first is 'Enter your Email\*' with a text box containing 'mcedemoemail@gmail.com'. The second is 'Enter Security Code\*' with a CAPTCHA image showing numbers '3, 8, 9, 1' and a text box containing '33837'. Below the CAPTCHA is the instruction: 'For security, please enter the numbers from the image into the above box in the same order.' On the right side, there are two buttons: 'Continue' and 'Back'. An arrow points to the 'Continue' button.

3. Enter your school-issued email (the green box above).
  - a. You must use a proper e-mail address as the system will send you a validation code in the next step. You may use a personal e-mail address if your University does not issue University-based e-mail addresses.
4. Enter the security code numbers in the blank box (the orange box above).


- a. If you cannot read the security code, click the “refresh” icon  to see a new set of numbers. There will be NO letters, just numbers.
5. Click **Continue** and you will be navigated to Step 2 of 3.
6. A validation code will be sent to your email from [do-not-reply@myclinicalexchange.com](mailto:do-not-reply@myclinicalexchange.com). Please check your inbox for that validation code. If you do not see your validation code in your email, please click on **Resend Validation code**.
7. Enter the validation code (blue box below).
8. Enter the security code (yellow box below).

### Step 2 of 3

A validation code was sent to the email address you provided in step 1. Enter the validation code to continue your registration process. If you have not received the validation code, click the “Resend validation code” button below to receive a new code.

Enter Email

Enter Validation Code

Enter Security Code  

 For security, please enter the numbers from the image into the above box in the same order.

[Resend validation code](#) [Continue Registration](#) [Back](#)

9. Click on **Continue Registration**. You will be directed to Step 3 of 3 where you input your personal information.

Please note that a red asterisk next to a box means that information is required to proceed in mCE.

This next area can be broken down into four sections; Personal Information, School Enrollment Details, Emergency Contact Person, and Login Details.

### Personal Information:

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Of Birth *	Gender	Ethnicity
<input type="text"/> (MM/DD/YYYY)	-- Select --	-- Select --
School Provided Id	SSN *	
<input type="text"/>	<input type="text"/>	
Address *	Apt/ Unit/ Ste #	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	Zip *	Mobile *
-- Select --	<input type="text"/>	<input type="text"/>

The following information is required on this page:

**First Name:** Your legal first name.

**Last Name:** Your legal last name.

**Date of Birth:** Your date of birth (no one under the age of 13 is allowed to register).

**SSN:** Your full social security number with no dashes.

**Address:** Your physical place of residence.

**City:** The city in which you reside.

**State:** The state in which you reside.

**Zip:** Enter the zip code associated to your address.

**Mobile:** The best contact number you can be reached at.

Please note that myClinicalExchange does not share or sell your information.

### School Enrollment Details:

School Enrollment Details		
School State		
<input type="text" value="-- Select --"/>		
School*		
<input type="text" value="-- Select --"/>		
Program *	Degree	Cohort
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>

**School State:** Please select the state your Academic Institution is located in. This is not a required area, however, it does assist in the data filtering process.

**School:** Select the name of your Academic Institution.

**Program:** Select the program you are enrolled under at your Academic Institution.

### Emergency Contact Person:

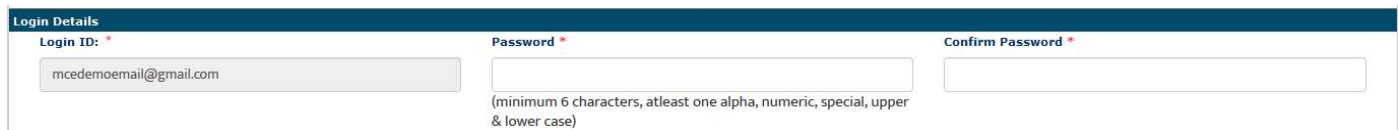
Emergency Contact Person (In case of an Emergency)		
Name*	Relationship*	Phone*
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Name:** Enter your Emergency Contact's first and last name.

**Relationship:** Enter their relationship to you.

**Phone:** The best contact number they can be reached at.

## Login Details:



**Login ID: \*** mcedemoemail@gmail.com

**Password \*** (minimum 6 characters, atleast one alpha, numeric, special, upper & lower case)

**Confirm Password \***

**Login ID:** The email you entered at the beginning of this process will populate in this area.

**Password:** Enter in your password.

**Confirm Password:** Re-enter your password.

At the end of these four parts, you will see the image below.

By checking this box, I acknowledge I have read, understood, and agree to the [Privacy and Terms](#) and [Web App Usage Terms of Service](#). Furthermore, I hereby authorize myClinicalExchange to release my information to the school/campus in which I am enrolled and to any clinical or non-clinical agencies where I may participate in a rotation.

[Complete Registration](#) [Back](#)

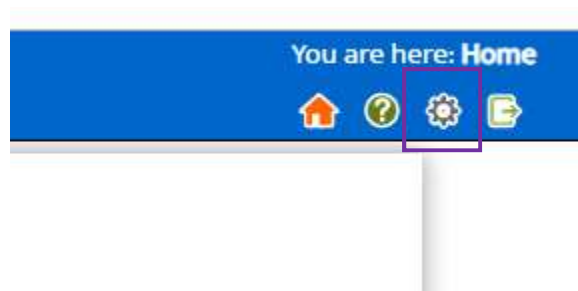
10.) In order to proceed, please check the box to agree to the [Privacy and Terms](#) and [Web App Usage Terms of Service](#).

11.) Click on **Complete Registration**. You will see a confirmation page indicating that your account has been created. Please note that a payment is required to allow you full access to all functions of myClinicalExchange. Continue reading for Login and Payment instructions.

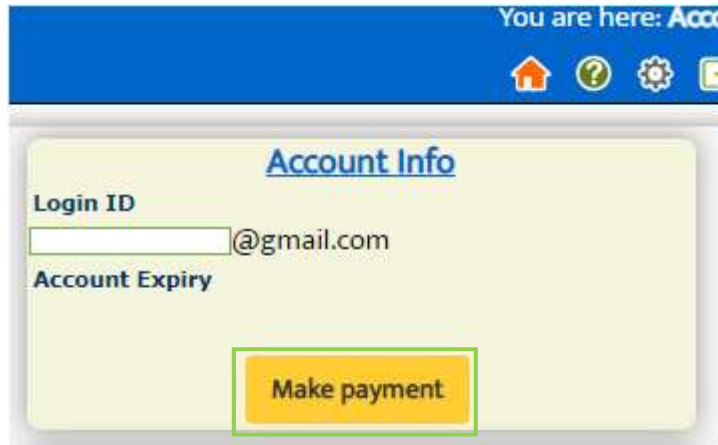
12.) Click **Continue** to be navigated to the Student Login Page.

## Log In & Payment

1. On the login page, enter the email and password you created in the *Login Details* area. Click **Login**.
  - a. If you don't remember your password, use the "Forgot Password?" link to have your password emailed to you.
2. Please read the disclosure and click **Accept**.
3. You will be prompted to create Security Questions. Once you've entered that information, click **Save & Continue**.
4. Go to **Settings** page by clicking on the cogwheel icon in the top right corner of the screen.



5. Click on **Make payment** button (green box below).



6. Click on the official **PayPal** icon link (red box below). You will be taken to the PayPal website.

**Registration Cost**

**\*\* This transaction is non-refundable & non-transferable \*\***

If you are ready to pay/renew your account, click the orange, PayPal button below and you will be navigated to the PayPal site where you can pay your renewal fee. If your University pays on your behalf, please click the logout button in the upper, right corner and contact your Clinical Coordinator for assistance.

	Product	Price \$	Processing Fee \$	Total
<input checked="" type="checkbox"/>	myClinicalExchange	35.0000	1.5000	36.5000

**Grand Total \$: 36.50**






## Pay with PayPal

mcedemoemail@gmail.com

Password

Stay logged in for faster checkout   
Not recommended on shared devices.

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card


7. From this screen, there are two ways to pay for your account.

1. If you have an existing PayPal account, you may login and complete payment that way.
2. If you do not have an existing PayPal account, click on **Pay with Debit or Credit Card** (purple box above).

8. With either option, you will be prompted to enter in your billing information. Once you've entered your information, click on **Pay Now**.
9. You will be sent a receipt from PayPal. Please keep this for your records.

## Navigation and Tips

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To better understand how to use mCE, please check out our FAQ's  at the top-right of the page or our YouTube channel at <https://www.youtube.com/user/myClinicalExchange>.

On your homepage, you will see several important things you will need to access and understand.

At the top of the page in a **blue header** is your Academic Institution's Compliance Checklist information. Clicking on the words "**Campus Compliance Checklist**" will navigate you directly to your Campus Checklist.

You will also see four tabs of information under your Campus Compliance Checklist.

## Account Status: Paid

### My school compliance requirement(s)

 Campus Compliance Checklist (Nursing) (Demo Campus)

Alerts

Active Rotation(s)

My Request(s)

Notifications

#### 1. Alerts

- i. The *My Alerts!* center lists all the items that are pending completion. If an item is connected to a specific rotation, the Rotation Number is listed first followed by the item pending completion.

#### 2. Active Rotation(s)

- i. Any rotations that you have been scheduled for are listed here. If you click the Rotation Number, you will be directed to a more detailed page regarding that specific rotation.
- ii. If you do not have any Rotations, that means you have not yet been scheduled for a rotation in the mCE system. Please contact your Clinical Coordinator at your school to resolve this issue.

#### 3. My Request(s)

- i. Please disregard this tab unless you are an independent or Advanced Practicum student. If you are an independent/advanced practice student AND your Hospital has asked you to submit your own placement request, please contact [support@myclinicaexchange.com](mailto:support@myclinicaexchange.com) for more details.

#### 4. Notifications

- i. Any messages sent to you from your Academic Institution, Hospital Coordinator, and any auto notifications from mCE will be listed here.

## Troubleshooting Tips

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#### • What email should I use?

- o If your Academic Institution issues email addresses, please use the one they gave you. If your Academic Institution did not provide you an email address, a Google, Yahoo, Hotmail, etc. email address is acceptable.

#### • Why haven't I received my validation code?

- o It can take up to 15 minutes for the validation code to be sent to your email. If you've waited 15 minutes, please check your junk folder, Spam folder, or Clutter Box. The e-mail will be from [do-not-reply@myclinicaexchange.com](mailto:do-not-reply@myclinicaexchange.com). Please mark e-mails from the domain "myclinicaexchange.com" as a "Safe Sender" so that future correspondence comes immediately to your inbox. If you still have not received the email, verify the email you entered is correct.

#### • Do I have to use PayPal to pay?

- o Yes, the only way myClinicalExchange accepts payment is through this vendor.

#### • Why isn't Internet Explorer loading this website?

- o Are you are using Internet Explorer, v8 or lower? If so, you will either need to update Internet Explorer to v9 or higher. Alternatively, try again in Chrome, Safari or Firefox.

#### • Why do I have to create Security Questions?



- When you create your security questions you make recovering your password much easier in the event you forget your password.
- **What do I do if I forget my login I.D.?**
  - Please reach out to your University Coordinator for this information.
- **I forgot my password. How do I login?**
  - To retrieve your password, please navigate to the mCE website.
    - Click the **Student** button.
    - Click **Forgot Password?**
    - Enter your email address and the Security Code.
    - Click **Email Password.**
    - Please check your inbox for an e-mail from [do-not-reply@myclinicaexchange.com](mailto:do-not-reply@myclinicaexchange.com) assigning you a password.

If you are still experiencing issues, you can e-mail [support@myclinicaexchange.com](mailto:support@myclinicaexchange.com). Please provide your name, the University you attend, and a brief description of the issue you're experiencing.