

The Clinical Coordination Partnership
Student Passport Instructions
*****Student Test Users*****
September 9, 2015

Brief Background

Thank you for helping us refine Student Passport! This is a BRAND NEW software application for students, schools and clinical sites. Your experience and feedback will help us test the system for any errors or glitches. You are the very first “real-life” users of this system – we hope to finalize and launch next summer.

Student Passport has been designed to help students by providing a fast and easy way to:

- Submit immunization records, certifications, required school documents for signature and results of background checks
- Store uploaded information and provide edits when needed
- Receive notifications on when updates are needed and deadlines for completion
- Access clinical assignment details plus up-to-date healthcare facility onboarding requirements

During this testing stage (to ensure all information is collected) your school may ask you to submit this information twice – once via their old system and once via Student Passport.

Help

If at any point of your testing you have questions regarding the information collected please contact your school. If you have difficulty or questions on submitting information please contact Elizabeth Biel, TCCP Executive Director at ebiel@winona.edu or 507.429.6653.

How to test and access the system

1. You will receive a Welcome email from the Student Passport system
 - Please keep/save this email, if you forget your security question and password, this email will enable you to reset your access information.
 - Copy the system generated code and click on the access link “[this page](#)”
 - Enter your generated code into the Invite area
 - Enter your contact information, set up your password and security question
 - Re-log into the system using your password and security question

How to use/navigate the system

- Now you will be taken to your home page
- Please click “Edit Profile” and complete the required information. All required information will have a red asterisk (*) – save when completed.
 - Once completed, it will report Complete under the Edit Profile button
- Requirements are on the right-hand side of the screen
 - All requirements have been set up by your school
 - Open each requirement, follow the directions and upload your verification records
 - All verification records must be valid – “A valid record is a CLEARLY READABLE summary of vaccinations and/or lab tests completed. If the school cannot read the record they will likely deny it and ask you to resubmit a readable copy. Records

must clearly contain: your name, the name of the clinic where you received the vaccination or test, vaccination or test administered, date administered and, if applicable, test result(s).

- All records must be in JPG or PDF format and should not exceed 8 MB.
- For records that have multiple pages, make sure all are either in a .PDF format or upload multiple .JPG files to reflect the complete record.
- Note: if you uploaded the wrong record to a requirement, you may remove a record then re-upload the correct record.
- FOR EACH REQUIREMENT: Once you have uploaded your records, click Submit for Approval at the bottom of the record
- Each time you save a requirement, you must Save – if the requirement is completed you must Submit for Approval

After information is submitted

- Once the requirement is completed and you have submitted for approval the status for the requirement will be “Pending Approval” – this means it is awaiting approval from your school
- If all requirements for the area (i.e., immunizations, background, certifications) have been submitted for approval then the entire area’s Status will read “Pending Approval”
- Once your school has reviewed and approved each requirement you will receive an email from Student Passport to let you know your school’s decision.
- Any denied record will also include instructions on how to fix – mainly to resubmit a record (if it unreadable or not applicable) – to fix you will upload a corrected file, save and submit for approval.

Clinical Assignments

- Clinical Assignments – in 1-3 weeks your school will designate your clinical assignment in the system. Once this occurs you will receive an email from the system to let you know of the assignment.
- On your Student Passport home page will be the assignment details (location, time, start and end date, day of the week, driving directions) and that clinical facility’s onboarding requirements.

Follow up by TCCP Staff

- Sometime late November/early December, Elizabeth Biel, TCCP Executive Director will email you a short survey to hear about your experience and hear your feedback. Beforehand if you would like to offer suggestions (or if you need help), feel free to contact Biel at eabiel@winona.edu or 507.429.6653.

Your feedback is INVALUABLE

THANK YOU FOR YOUR HELP!!!

You are among the very first real-life users of the Student Passport system – your experiences will help us refine the system for the final draft and catch glitches before the rollout to all TCCP schools and clinical sites.