

Registering for and Signing Into mCE

Dear myClinicalExchange Student,

Welcome to the mCE program where we are making your clinical rotations more organized, more efficient and easy to manage! This letter is divided into two parts: **Registration Directions** which are followed by **Instructions on How to Log In**.

Registration Directions

Navigate to <https://myclinicaexchange.com>. We recommend that you follow this link or copy/paste it into your web browser. In the upper right corner, click the **Student** button and then select **Registration**. You will be navigated to a registration page like this one.

The screenshot shows the myClinicalExchange registration interface. On the left, a form titled "New Registration" is highlighted with a red border. It includes dropdown menus for "State" (set to Colorado) and "Institution" (set to --- Select ---), and a text input for "Email". A "Continue" button is located at the bottom right of this form. To the right, a form titled "Validate Email Code" contains an "Email" field and a "Validation Code" field, with "Validate & Continue" and "Resend code" buttons. An "(OR)" label is placed between the two forms.

Fill out all the information on the left side only. The system will prompt you to enter your University-Issued e-mail address. 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.) Then click **Continue**. On the next page, you will see:

The screenshot displays the "Student Registration Form - Step 2". The "Institution" field is pre-filled with "National American University" and the "Email" field with "student.student@UnivName.edu". Other fields include "First Name", "Middle Name", "Last Name", "Gender", "Ethnicity", "StudentID", and "Phone" (with radio buttons for "Cell", "Home", and "Work"). There are also dropdown menus for "Program", "Degree", and "Cohort". At the bottom, there is a security question area with a CAPTCHA image showing the numbers 5, 6, 5, 9, 2 and a text input box. A checkbox for terms and conditions is also present, along with "Submit" and "Close" buttons.

Anything with a red asterisk is required. Read the [Privacy and Terms](#) and [Web App Usage Terms of Service](#) before checking the box on the bottom left and clicking **Submit**.

The system will return you to the first Registration page (first picture above) AND send a Validation code to the e-mail address you provided. If you do NOT receive the validation e-mail, click **Resend Code** (right side of the page). You will also want to check these troubleshooting tips.

Troubleshooting Tips

- 1.) **What e-mail address are you using?** Please make sure to use your University-Issued e-mail address AND that the domain is spelled properly.
- 2.) **Have you checked your junk mail folder?** The e-mail will be from donot-reply@myclinicalexchange.com. Please mark e-mails from the domain "myclinicalexchange.com" as a "Safe Sender" so that future correspondence comes immediately to your inbox.
- 3.) **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.
- 4.) If you are still experiencing issues, you can e-mail support@myclinicalexchange.com. Please provide your name, the University you attend, and a brief description of the issue you're experiencing.

Once you receive the Validation Code, enter the e-mail address you JUST registered with and the Validation Code in the boxes on the right side. Click **Validate & Continue** and you will be navigated to the payment page.

The screenshot displays the myClinicalExchange Student Registration interface. At the top, the logo and 'Welcome Student Registration' are visible. Below, there are two main sections. The left section, titled 'New Registration', includes dropdown menus for 'State' (set to Colorado) and 'Institution', and a text field for 'Email'. The right section, titled 'Validate Email Code', is highlighted with a red border and contains text fields for 'Email' and 'Validation Code', with buttons for 'Validate & Continue' and 'Resend code'. A '(OR)' label is placed between the two sections.

THIS SPACE INTENTIONALLY LEFT BLANK. CONTINUE TO NEXT PAGE.

Review the pricing on the left. If you have a PayPal account, choose the option at the top, log in and pay via your PayPal account.

Your order summary

Descriptions	Amount
myClinicalExchange Item price: \$36.50 Quantity: 1	\$36.50
Item total	\$36.50
Total \$36.50 USD	

Choose a way to pay
PayPal securely processes payments for ClientSolv.

Have a PayPal account?
Log in to your account to pay

PayPal

Don't have a PayPal account?
Pay as a guest now, sign up for PayPal later

Country: United States

First name: Amber

Last name: Castagna

Address line 1: []

Address line 2 (optional): []

City/State: [] []

ZIP code: []

Phone type: Mobile

Why is this needed?

Phone number: 555-555-1234

Email: amber.castagna@school.edu

Continue

Payments processed by **PayPal**

If you do not have a PayPal Account, fill in all the information in the lower box and click "Continue". You are navigated to the payment page.





Your order summary	
Descriptions	Amount
myClinicalExchange Item price: \$36.50 Quantity: 1	\$36.50
Item total	\$36.50
Total \$36.50 USD	

Choose a way to pay

Payment Method

Credit or Debit Card

Card number

Payment Types    

Expiration date mm / yy /

CSC

[What is this?](#)

PayPal - get more time to pay

- Bill Me Later is an instant credit line added to your PayPal account
- Apply and get a decision in seconds

Get more time to pay on this purchase
[See terms](#)

Billing Address [Change](#)
Amber Castagna
13266 Saturn Dr.
Englewood, CO
80111

Contact Information [Change](#)
3033001024
amber.castagna@school.edu

Fill in your credit card information. Click **Review and Continue** at the bottom of the page to review your final purchase.

After reviewing click the final submit button. A confirmation page will appear showing that you have paid and giving you a receipt number. Keep this for your records.

You are now registered for myClinicalExchange and can be scheduled into a rotation. When you have been scheduled for a Rotation, you will receive an e-mail from the myClinicalExchange system asking you to log on.

Logging into myClinicalExchange

When you receive this notification, navigate back to <https://myclinicaexchange.com>

- 1.) Click on "Student Login" in the middle, right side of the page.
- 2.) Under the Login area, click on the "[Need help, click here](#)" link.
- 3.) From the options, select "[I forgot my password](#)"
- 4.) mCE will prompt you for your Username which is the e-mail address you just registered with.
- 5.) Click **Email Password** (Do NOT select "Change Password". You cannot change a password until you have set your security questions which you will do as part of the log in process.)
- 6.) Please check your inbox for an e-mail from donot-reply@myclinicaexchange.com assigning you a password.
 - a. If you do not see an e-mail from this address, please check your junk folder. You will want to designate donot-reply@myclinicaexchange.com as a "Safe Sender" so that further e-mails from myClinicalExchange come directly to your inbox.
 - b. If you still do not see the e-mail or if you are receiving an error message from the system when you try to get your password, please see the troubleshooting tips on page 5.

Once you log in please do the following:

- 7.) Click your name in the upper right corner to reset your password with a password of your choice.
- 8.) Your Home Screen will display your University Compliance Checklist at the top with a link to "Click here to view/edit".
 - a. You can, at the very least, view your compliance information. Take note if anything is set to expire soon so that you can get it updated with your University.
 - b. You may also be allowed to submit edits on your Compliance Checklist. If that is the case, please refer to the FAQ link (top left of the page) for instructions on how to update the compliance checklist OR navigate to YouTube to access the Help Videos https://www.youtube.com/results?search_query=myclinicaexchange.
- 9.) Any rotations that you have been scheduled for are listed on the right side of the page.
 - c. Click the Rotation # to the left to see more details about your Rotation.
- 10.) **On the left is your Alert Center.** If you have pending items for a Rotation, an alert will display here. **Click the alert to begin filling out and submitting various items for your Rotation.**
 - d. **Survey Alert** – you need to fill out a Survey in response to your recent Rotation. This link will not appear until the end of the Rotation.
 - e. **Pending Paperwork** – these are the required documents from your Rotational Hospital. You may be required to give electronic consent and/or upload supporting documents back into the platform. If you do not have a scanner OR if you do not know how to do this, please refer to the FAQ link (top left of the page) and look for the FAQ titled, "I don't have a scanner."
 - f. **Orientation** – the Hospital has one or more modules for you to view in mCE.
 - g. **Test/Exam** – the Hospital is pushing you an exam to complete BEFORE the start of your Rotation.

11.) If your screen is blank, 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.

If your screen is blank, 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.

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