Logan Health myClinicalExchange Resources

UPDATING MY SCHOOL CHECKLIST

To be compliant for your clinical experience, you will need to upload information against your Campus checklist. Once submitted and approved, the data on the Campus checklist will share across to the hospital(s).

1. Make sure that you are on your Homepage.

2. Locate the My school compliance requirement(s) area.

3. Click on the Blue Checklist Title (see above) in this area to access your Campus Checklist
4. Review the list of requirements on the left side of the page. Items will be labelled in one of two ways:
   a. Green Thumbs Up – The item is compliant, and no action needs to be taken at this time.
   b. Red Thumbs Down – The item is non-compliant and requires action.
5. Click on the name of an item to pull up its information on the right-side of the page. This area can be broken down into three sections:
   a. Description – This area lists the item's name and provides a detailed description of what kind of information and documentation should be uploaded.
   b. Data currently on file – This area lists the current data the school and hospital can see. If no information has been previously submitted, this area will be blank.
   c. New Information – This area is where you will enter the new information to be submitted to the hospital. See steps 6-8 for details on adding new information to this area.
6. To update your information, first enter the appropriate data into the New Value section.
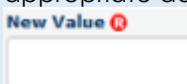
7. If the item says "NEW SUPPORTING DOCUMENT(S), you may upload a supporting document.
   a. If the document only applies to this item, click the green paperclip icon to open your file browser. Navigate your computer's files until you locate the appropriate document, select it, and click "Open" to upload the file for the item.
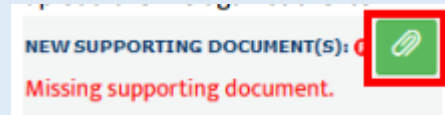
8. Once you have finished uploading information for the item, click Save to complete your updates on **EACH ITEM.**

9. If you have additional pending items, you may select that item's name from the list on the left or you may click Next Pending.
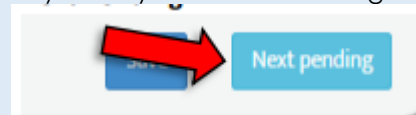
10. Once you have finished updating all items, double-check your edits to ensure the information is accurate.
    a. Click Submit for Approval. This option will automatically lock your checklist until your information has been reviewed by your Academic Coordinator: please make sure you do not need to add any additional information before submission.

italic **We recommend using Google Chrome, Firefox, or Safari.**
This document is for reference only. mCE reflects the most current.