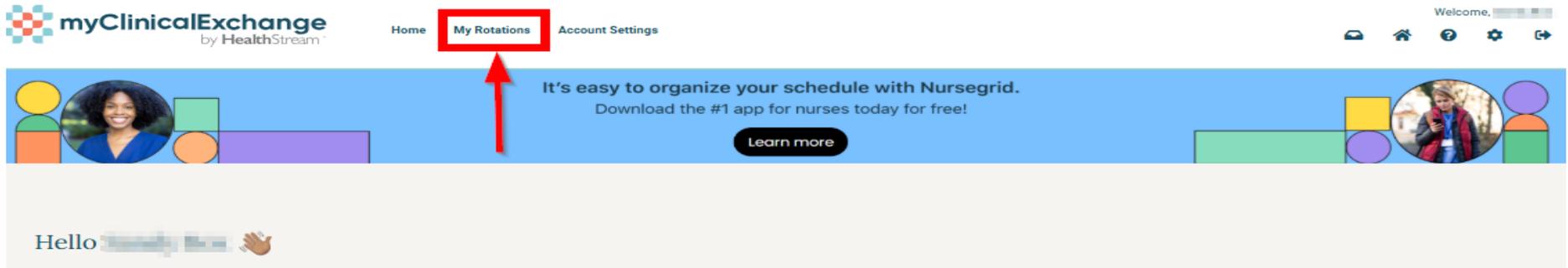


Logan Health Student Affiliations How to use mCE - Student Account

ONBOARDING WITH LOGAN HEALTH

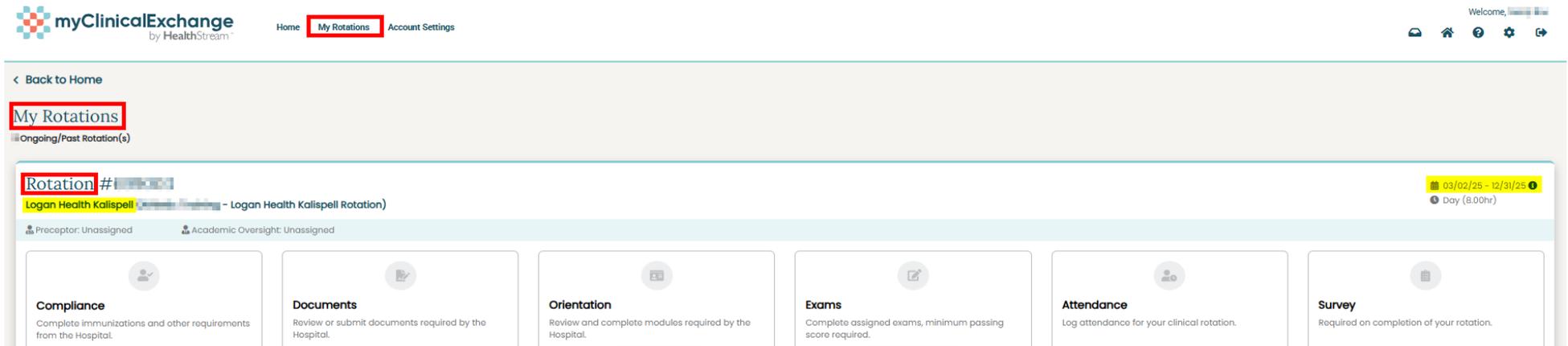
1. Once logged in – click 'my rotations' on top of the screen



2. On the 'My Rotations' page, find your rotation with **Logan Health**.

3. The following need to be addressed when onboarding

- ✓ Compliance
- ✓ Documents
- ✓ Orientation
- ✓ Exams



.....Continue to page 2

Logan Health Student Affiliations

How to use mCE - Student Account

4. Compliance

1 We highly recommend reading the description of each requirement, as it provides details on the requirements and instructions on how to submit.

2 Submission Value *

3 Supporting Documentation * Attach Document

4 Next Pending Save

5 ALL required compliance items

6 Submit for Approval

Once you have completed ALL required compliance items, double-check the information and then click 'Submit for Approval' This will automatically lock your checklist until your information has been reviewed.

Press save before moving on to the next item.

myClinicalExchange by HealthStream

Home My Rotations Account Settings

Welcome, [User Name]

Rotation # [ID] Logan Health Kallispell 3/2/2025 - 12/31/2025

Compliance Documents

Onboarding - **Sample checklist! Yours may have different requirements.**

View All Items

Status	Item
General	
<input checked="" type="checkbox"/>	Negative Background Check
<input type="checkbox"/>	Photograph
<input checked="" type="checkbox"/>	Resume/CV
<input checked="" type="checkbox"/>	Bio
<input type="checkbox"/>	Logan Health Computer Access Request-Change Form
<input type="checkbox"/>	Logan Health Criminal Background Release Authorization Form
<input type="checkbox"/>	LH Letter of Good Standing
<input type="checkbox"/>	License plate number
Immunizations	
<input type="checkbox"/>	MMR
<input type="checkbox"/>	Hepatitis B
<input type="checkbox"/>	Varicella
<input type="checkbox"/>	Tdap Received
<input type="checkbox"/>	Tuberculosis Received
Training and Cert.	
<input type="checkbox"/>	Mask Fit
<input type="checkbox"/>	Mask Fit Sizes

Information on File Value [Redacted]

Supporting Documentation [Link]

Comments

Decline

Why do I **NOT** see a **GREEN THUMBS-UP** after submitting an item?

- ✓ The green thumbs up will only appear once Logan Health **APPROVES** the submitted item.

If you've completed an item and notice a **RED THUMBS DOWN**, it's important to understand that this indicates the item is currently **pending approval**.

Why is my Compliance locked?

- ✓ Once you submit (**STEP 6**) your items, your Compliance will be locked for further editing. This allows the School Coordinator to review your completed items without any changes being made.