

Centralized Online Orientation Program©
Academic Year: 2023 - 2024
For Returning Students
Returning Student (Re-certification) Instructions

Your Online Orientation Certification is valid for 1 year: July 1 of the current year to June 30 of the following year. As a returning student you need to review/update your user account information, review the modules, complete the post-tests, enter a clinical assignment and complete any posted facility-specific material.

Updating Your User Account Information

- Access the Online Orientation program: www.mcnplacement.org/orientation
- Click the "Login/Register" link in upper right corner of screen.
- Login using your current user name and password. The site will remember you.
- If you forget your account information, use the "Click here for help link" to receive instructions to access your account.
- Update your Student Program Level/Year for the new academic year.
- Click the "Save Changes" button to update and save your registration information.
- You are now able to proceed to Steps 1 – 3.

Please plan 2-4 hours to complete the online orientation.

STEP 1: Complete the centralized modules & post-tests.

- a. Login to your account. Click on each module link in the top horizontal toolbar and review the content. Each module has several sub-sections. Use the links on the left-margin to access each sub-section.
- b. Complete a post-test for each module (the last link in each module's sub-section list). Use the content in the modules to answers to the questions. You must score 100% on each post-test. You may retake a test until a score of 100% is achieved.
- c. You may start a post-test and return later to complete it. Be sure to **SAVE** your work before exiting. **Note:** you must log in to take a post-test or to continue a saved post-test.
- d. Once you successfully complete the post-tests, you will automatically be taken to the:
 - a. Electronic Acknowledgement Form – complete the form.
 - b. Online Orientation Evaluation – complete the evaluation.
 - c. If you know upcoming clinical assignment(s) continue to Step 2. If not, log out.

You must complete Steps 2 and 3 for **EVERY** clinical placement you are assigned.

STEP 2: Submit your contact information to your assigned clinical placement facility.

- a. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed for Step 2.
- b. Select your clinical assignment from one of the two health care organization (HCO) drop down menus. If the name of your clinical assignment is not listed, please contact your program administrator to have it added to the list. Fill in the required information; click "Submit". The clinical assignment will be added to your assignment list.

Note: *By clicking "Submit", you give permission for your name, student ID, and email address to be sent to the HCO where you will have clinical.*

Reminder: *Access to your Clinical Assignment Ticket is activated after you complete Step 3.*

STEP 3: Review all HCO facility-specific material.

- a. Click the yellow-highlighted HCO's name for the placement assignment you have just added. This will take you to the facility-specific page for this organization.
- b. Follow ALL instructions posted in the HCO's facility-specific orientation material. Failure to do so may result in restriction from clinical. Some material may open in a new browser window.
- c. **Print** a copy of your Clinical Assignment Ticket. Bring it with you to clinical and be prepared to submit to it. If it's not needed, you may discard.

Following are questions that returning users often ask about the Online Orientation program

1. *I set up a user account last year, do I set up a new account this year?* No, the system remembers your user account information from year to year.
2. *I don't remember if I set up a user account. Can I check?* Yes, go to:
<https://www.mass.edu/mcncps/orientation/login.asp>

This opens the [Login Help](#) page. This page will open in a new window. On the Login Help page, enter your email address, or cell phone number to see if you already have an account. If the system cannot find an account for you, you didn't already set up an account. You will need to register and create a user account.

I Don't Remember If I Already Registered

The image shows two screenshots from the Centralized Clinical Placement Online Orientation system. The top screenshot is the 'Login/Register' page. It has a navigation bar with 'Home', 'Module 1', 'Module 2', 'Module 3', 'Module 4', and 'Documents'. Below the navigation bar, there is a 'Login/Register' link. The main content area is titled 'Student/Faculty Login' and includes a link for CCP administrators. It asks if the user has a username and password and provides a link to register. A red arrow points from the text 'What if I can't remember if I've already registered?' to a link on the page. Below this is a 'Login' form with fields for 'Username' and 'Password', and a 'Log In' button. The bottom screenshot is the 'Login Help' page. It has the same navigation bar. Below it, there is a 'Login Help' section with a green background. It asks the user to select a method to look up their account, with options for 'By email address' and 'By cellphone number'. A red arrow points from the text in the first screenshot to the 'Login Help' page.

3. *Is it really a problem if I set up more than one user account for the same school?* **Yes, it is really a problem!** If you register again, the system will treat you as a new user and you will not have access to work you did under your previous account. Your name will display twice on your education program's student/faculty list, which can be confusing. The system tries to prevent accidental duplicate registrations by not allowing two registrations to have the same email address. If you do this, an error message will display letting you know that you already registered.

4. *If I forget my username/password, can it be sent to me?* Yes, follow the instructions on the Login Help page. The system will send instructions to access your account.

The image shows two screenshots from the Centralized Clinical Placement Online Orientation system. The top screenshot is the main login page, titled "Retrieving Forgotten Username or Password". It features a navigation bar with links for Home, Module 1, Module 2, Module 3, Module 4, and Documents, along with a "Login/Register" button. Below the navigation bar, there is a "Student/Faculty Login" section with a note for CCP administrators. A yellow highlight is placed over the text "If you do not yet have a username and password, click here to register." Below this, there is a "Login" form with fields for "Username:" and "Password:", and a "Log in" button. A red box highlights a link that says "If you have forgotten your username or password, click here for help." A red arrow points from this link to the bottom screenshot. The bottom screenshot is the "Login Help" page, which provides instructions on how to look up an account using an email address or a cellphone number. It includes a "Login Help" section with a green background and two bullet points: "- By email address" and "- By cellphone number".

5. *I'm an auditory learner, can the material be read aloud?* Text-to-speech (TTS) is a type of assistive technology that reads digital text aloud. Many devices: desktop and laptop computers, smartphones, and tablets have built-in TTS capability. Popular browsers such as Chrome, Firefox, Safari, and Edge all have 'read aloud' extensions that you can download onto your device that will let you play/listen to the text that displays on your screen - including the online orientation material. Review your device to confirm that TTS assistive technology is available. If yes, investigate the 'read aloud' extensions of the various browsers and download the one that is best for you. Then follow any instructions that the browser provides regarding selection of a voice to read the text, highlighting of the text that is being read, the speed at which the text is read aloud and shortcut keys to pause/play/stop/go forward or rewind.
6. *The text on the screen is smaller than I would like. How do I make it bigger?* Review your device's browser's setting and/or shortcut keys to customize the display on your device.
7. *I understand that I need to complete the modules and the HCO's facility-specific material annually but why do I need to complete the other surveys annually? Completion of the Evaluation Survey is optional.* The CCP team welcomes your feedback. The team reviews the feedback from the Evaluation Survey several times during the year. Among the things that we look for are reports of broken links, missing or confusing text, and suggestions. The participating HCOs and education programs very much appreciate the information that you provide in the Demographic Survey. This information helps their diversity and inclusion efforts. While

completion of the Demographic Survey is required, each question has a 'Decline to Answer' response option.

8. ***What is a Clinical Assignment Ticket?*** The Clinical Assignment Ticket is a record of completion of the centralized modules and that you clicked on/opened the yellow-highlighted HCO name displaying the HCO's posted facility-specific material. The Clinical Assignment Ticket includes your name, the name of your education program, the name of your clinical assignment HCO, the course name, your instructor's name, and the term of the clinical assignment. The Ticket also displays a date/time stamp for when you acknowledged the HIPAA, Confidentiality and Online Orientation Module statements. Lastly, it includes your facility-specific acknowledgement statement and your agreement to comply with the facility-specific material that was presented to you.
9. ***So, is it 1 Ticket per semester?*** No, a Ticket is needed for **each** clinical assignment attended. If you go to 3 clinical assignments in a semester, you need 3 Clinical Assignment Tickets.
10. ***Do I really have to print 3 Tickets?*** We recommend that you print a copy of your clinical assignment ticket and bring it with you to the appropriate clinical experience. If the HCO that is hosting your clinical wants a copy of your Ticket, you or your instructor will be able to provide it easily. If the HCO says that they do not want a copy, then you may discard the Ticket.
11. ***If I complete the Online Orientation modules in the fall, do I need to do them again in spring of that academic year?*** No, the centralized modules are completed **once** per academic year. Completion of the online orientation for the current academic year is recorded by the CCP system. Program and HCO administrators have access to this information.
12. ***How does the health care organization know that I have completed the Online Orientation?*** Each HCO has an Online Orientation administration page. Students who have completed the Online Orientation are listed on the HCO's administration page. Additionally, many HCOs post facility-specific forms that need to be reviewed, downloaded, completed, signed and/or returned – sometimes well in advance of your clinical start date.
13. ***How many documents will an HCO post?*** There is no limit on the number of documents that the HCO may post. The best approach is to review all the posted material and follow all instructions.
14. ***What if I forget to turn something into the HCO?*** The HCOs want your clinical experience to be a positive learning experience! They share information and instructions that *you need to know* about their facility. Failing to complete all the facility-specific material/instructions may result in you not being allowed into the healthcare facility.