

Centralized Online Orientation Program©
Academic Year: 2024-2025
For faculty *new* to the Online Orientation
Instructions for *Creating* a Clinical Faculty User Account

Self-Registration – Creating a User Account

- Go to: www.mcnplacement.org/orientation
- Click **Login/Register** in upper right corner of screen.
- Next, use the **click here to register** link to open the Registration Form.
- Complete the Form. Use your school-based email address if you have one. If not, use an email address you check frequently.
- Faculty should leave the ID line blank.

Logging In

- After registering, you will be returned to the Login page.
- Enter your username and password and click **Login**.
- If you forget your account information, click the **Click here for help** for instructions to access your account

Please plan 2-4 hours to complete the modules.

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

- a. Click on each module link in the top horizontal toolbar. Review the content. Each module has several sub-sections. Use the links along the left-margin to access the sub-section.
- b. After reviewing, click on the post-test link for each module (the last link in each module's sub-section list). Complete the post-test. A score of 100% required 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. Be sure to **SAVE** your work before exiting. Note: you must login to take a post-test or continue a saved test.
- d. Once you successfully complete the four post-tests, you will automatically go to the:
 - a. Electronic Acknowledgement Form – complete this form.
 - b. Online Orientation Evaluation – complete optional evaluation if you would like.
 - c. Demographic Survey – complete the survey.

If you know upcoming clinical assignment(s) you may continue to Step 2. If not, log out and return once the education program confirms your clinical placement assignment.

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 in Step 2.
- b. If you teach for more than one education program, you will be able to specify for which program you are entering an assignment.
- c. 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, 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 and email address to be provided to the health care organization where you will teach clinical.

STEP 3: Review all HCO facility-specific material. (Clinical Assignment Ticket accessible following completion of Step 3.)

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- a. Click on the HCO's yellow-highlighted name/link for the placement assignment you have just added. This will open the organization's facility-specific material.
- b. Review and complete the facility-specific orientation material as instructed.
- c. **Print** a copy of your Clinical Assignment Ticket.
- d. Confirm the *HCO's Ticket collection policy* through your nursing program administrator.