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.

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. See also the FAQs below.

Please plan 2-4 hours to complete the modules.

STEP 1: Complete the centralized modules and 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 included in 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 provided to the health care organization where you will have clinical.*

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

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

Following are questions that students often ask about the Online Orientation program

1. *What is the Online Orientation program?*
   The Online Orientation is part of the Centralized Clinical Placement Management System. It is a computer-based, clinical onboarding program for students and faculty. The program provides common, standardized clinical orientation/onboarding material, and allows healthcare organizations (HCO) to post facility-specific material for participating students and clinical faculty. The Online Orientation program directs you to the appropriate page and/or provides links to the appropriate forms. The program is completed in 3 steps:
   - **Step 1**. You create your online orientation program user account. Then you review the centralized modules; submit a post-test for each module, submit the Electronic Acknowledgement Statements and complete the Demographic Survey.
   - **Step 2.** You enter a clinical assignment by submitting your contact information to your clinical assignment facility.
   - **Step 3.** You complete all facility-specific instructions.

2. *How do I create a user account?* A user account, comprised of a username and password, is created by self-registering in the Online Orientation site. See the instructions above.

3. *Previously, I attended a different school. Can I use that account?* Yes, but you need to update that account for the education program you attend now. Login into your existing account and follow the instructions on the screen to make the update.

4. *I don't remember if I registered. Can I check?* Yes, go to:
   https://www.mass.edu/mcncps/orientation/login.asp
The Login Help page opens in a new window. 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.

5. *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. Go to:
   https://www.mass.edu/mcncps/orientation/login.asp

Retrieving Forgotten Username or Password

6. *Is it really a problem if I set up more than one user account for the same school?* **Yes, it really is a problem!** If you register again, the system will treat you as a new user and you will not have access to work that you did under the previous account. Your name will display twice on your education program's student 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.

7. *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 '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.

8. *The text on the screen is smaller than I would like. How do I make it bigger?* Review your browser's settings and/or shortcut keys to customize the display on your device.

9. *What is a Clinical Assignment Ticket?* The Clinical Assignment Ticket is a record of completion of the centralized modules. 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 of when you

Centralized Clinical Placement System©

acknowledged the HIPAA, Confidentiality and Online Orientation Module statements and e-signed all required documents. Lastly, it includes your facility-specific acknowledgement statement and your agreement to comply with the facility-specific material and instructions that were presented to you.

10. *So, is it 1 Ticket per semester?* No, a Ticket is needed for each clinical assignment that you add. If you go to 3 clinical assignments in a semester, you need 3 Clinical Assignment Tickets.

11. *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.

12. *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.

13. *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.

14. *How many documents can 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.

15. *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 *are necessary* for admittance to or successful clinical learning at their facility. Failing to complete all the facility-specific material/instructions may result in you not being allowed into the healthcare facility.