

# Exxat User Guidelines

## Technical Guidelines

- For optimal function, please use Chrome or Firefox as your browser when accessing Exxat.
- When uploading documents, it's advised to use a laptop or desktop computer as some screens in Exxat may not display properly on iPads or other devices.
- Login Page: <https://apps.exxat.com/Fusion/Account/Login?ReturnUrl=%2f>
- You will receive an email to your Northwestern account with your login information. If you have trouble accessing the system, please notify DPTHMS ([dpt-admissions@northwestern.edu](mailto:dpt-admissions@northwestern.edu)).
- Exxat User Tutorial: <http://www.exxat.com/steps-student-orientation-video/>
- Exxat Knowledge Base: <http://help.exxat.com/physical-therapy/>

## Overview of Requirements

- Your Exxat profile will be used throughout the DPT program to maintain your personal records and Clinical Education activities.
- Uploading required documents to Exxat satisfies the DPTHMS Health Requirements.
- Many required items for Exxat are the same items you will be preparing to send to the Health Service Office in Evanston to satisfy the University Health Requirements.

**Be sure to make copies of all documents including your blood test results before mailing the hard copies to Health Service! You will need the information for your Exxat profile and your personal records.**

## Uploading Your Documents to Exxat

1. The default screen upon login is the Dashboard. On the left-hand menu, locate and click on "My Profile".

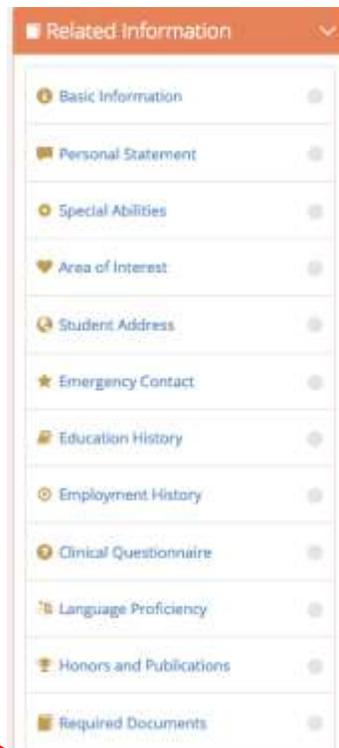
The screenshot shows the Exxat Dashboard interface. On the left, a dark sidebar contains a navigation menu with the following items: Dashboard, My Profile (highlighted with a red arrow), My Wish List, My Placements, School Course, Student Packet, FAQs, Quick Links, School Contact, View all Posted Jobs, and Tutorial. The main content area is titled 'Dashboard' and features several sections: 'Instructions' (welcome message), 'Message' (notification about 'Information Status' widget), 'Exxat Academy Tutorials' (video player for 'EXXAT STEPS STUDENT ORIENTATION VIDEO'), 'Pending Or Expired Document(s)' (table with columns for Document Name and Status, showing 'CPR Certification' with status 'Pending (due by: N/A)'), and 'Information Status' (table with columns for Profile and Status, showing 'Basic Information' with status 'Not Done'). The top of the page includes the 'STEPS' logo, Northwestern Medicine logo, and user profile icons.

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2. Find the “Related Information” menu on the right of your profile page.

3. Locate and click on “Required Documents” to view the list of items necessary for your profile.

- You must upload a document for each required item
  - Exxat will accept the following file types: pdf, doc, docx, gif, jpeg, png
  - If all of your documents are saved as one file, please separate into individual files, as possible.
  - If multiple lab results are listed on one document, you should upload that document for each item so all items are marked as complete.
- If any of your blood tests will not be complete by the July 1<sup>st</sup> deadline, please upload the records you do have and contact DPTHMS ([dpt-admissions@northwestern.edu](mailto:dpt-admissions@northwestern.edu)) to explain the status of the missing requirements.



4. Locate the “Document Name” you would like to upload.

5. Click on the  icon to upload your document for each item.

#	Document Name	Reviewed Date	Dates	Due Date	View Sample	Share With Site	Action
1	CPR Certification *	N/A	Expiry Date: MISSING	N/A	[Click Here]	✓	
2	Health Insurance *	N/A	N/A	N/A	[Click Here]	✓	
3	Negative TB test or chest x-ray *	N/A	N/A	N/A	[Click Here]	✓	
4	Vaccination/immunity to measles, mumps, and rubella *	N/A	N/A	N/A	[Click Here]	✓	
5	Tetanus, Diphtheria, and Pertussis *	N/A	N/A	N/A	[Click Here]	✓	
6	Hepatitis B immunization/ Hep B Declaration *	N/A	N/A	N/A	[Click Here]	✓	
7	Blood titer or chicken pox verification *	N/A	N/A	N/A	[Click Here]	✓	
8	Influenza Vaccine- if requested by clinical site	N/A	Expiry Date: MISSING	N/A	N/A	✓	
9	Background Check *	N/A	Expiry Date: MISSING	N/A	N/A	✓	

### Background Check

Please refer to the detailed instructions regarding background checks on the New Student Onboarding page. Once you receive a final copy of your background check, upload it to your Exxat profile.

### Student Health Insurance

Please refer to the detailed instructions regarding health insurance on the New Student Onboarding page and upload a copy of your health insurance card to Exxat. If you are enrolling in the NU Plan and waiting to receive your ID card, you may upload a copy of your enrollment form or confirmation letter from NU-SHIP until the ID card is available.