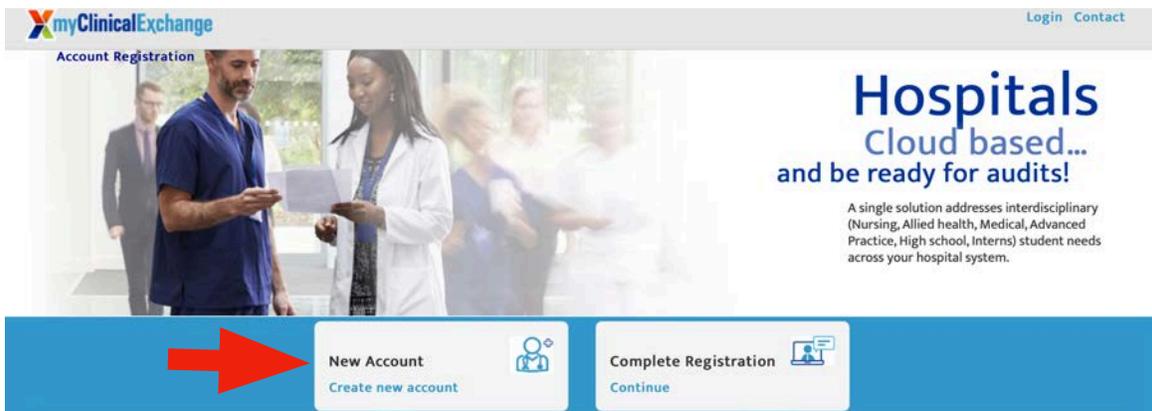


Instructions for creating an account in MyClinical Exchange

Open myclinicalexchange.com in your browser. Select “registration” from the student drop down menu.



Select “New Account”



Enter your ACC email and the security code. Click “continue”.

myClinicalExchange Account Registration You are here: New Registration
Your IP: 73.203.12.98

Step 1 of 3

Enter your Email* nurseaide@arapahoe.edu

Enter Security Code* 5 8 4 5 1

58451

For security, please enter the numbers from the image into the above box in the same order.

Continue Back

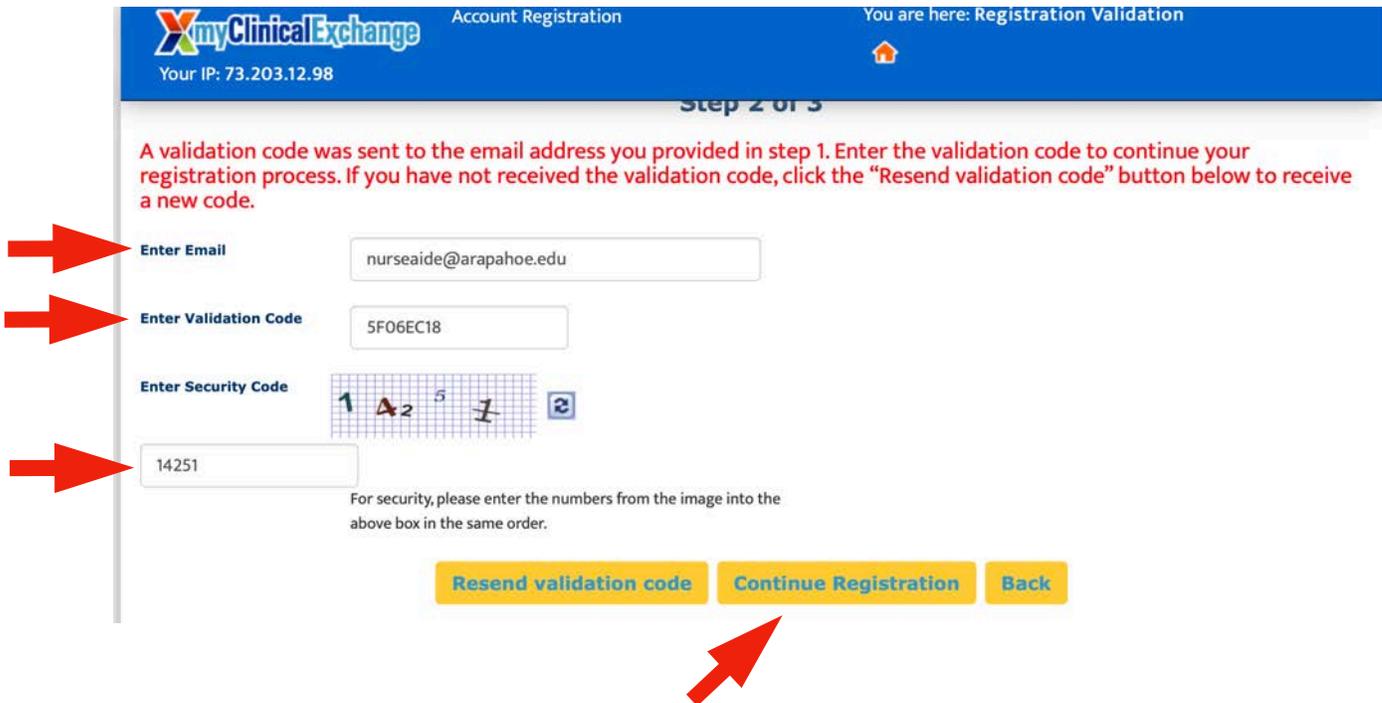
Check your ACC email for an email titled myClinicalExchange- Validation Code.



CAUTION: This email originated from outside of the Colorado Community College System. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please contact your college IT Help Desk if you have any questions.

Dear
Thank you for beginning the registration process for myClinicalExchange. Your validation code is below. When prompted, please enter the validation code in the appropriate space and click Continue.
Validation Code:5F06EC18
Should you have any issues, please Contact us at support@myclinicalexchange.com.

Enter your email address, the validation code and security code. Click “continue registration”.



Fill out your personal information in the top section of Step 3.

The screenshot shows the 'Step 3 of 3' registration form. The header includes the myClinicalExchange logo, 'Account Registration', 'Your IP: 73.203.12.98', and 'You are here: New Registration'. The form fields are arranged in a grid:

- First Name * (text input)
- Middle Name (text input)
- Last Name * (text input)
- Date Of Birth * (text input, format MM/DD/YYYY)
- Gender (dropdown menu: -- Select --)
- Ethnicity (dropdown menu: -- Select --)
- School Provided Id (text input)
- SSN * (text input)
- Address * (text input)
- Apt/ Unit/ Ste # (text input)
- City * (text input)
- State * (dropdown menu: -- Select --)
- Zip * (text input)
- Mobile * (text input)

Fill out the school enrollment details as listed below. You do not need to enter any information for the “degree” or “cohort” sections. Then fill out your emergency contact information and create a password.

The 'School Enrollment Details' section contains three dropdown menus:

- School State:** Colorado
- School*:** Arapahoe Community College
- Program*:** Nurse Aide

Red arrows point to each of these dropdown menus.

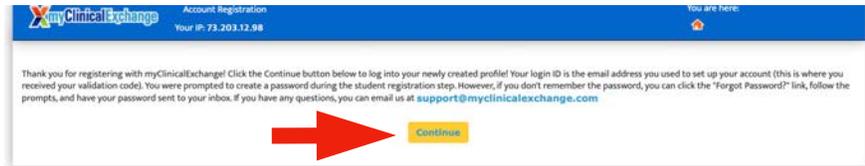
Check the box and click “complete registration”.

By checking this box, I acknowledge I have read, understood, and agree to the [Privacy and Terms](#) and [Web App Usage Terms of Service](#). Furthermore, I hereby authorize myClinicalExchange to release my information to the school/campus in which I am enrolled and to any clinical or non-clinical agencies where I may participate in a rotation.

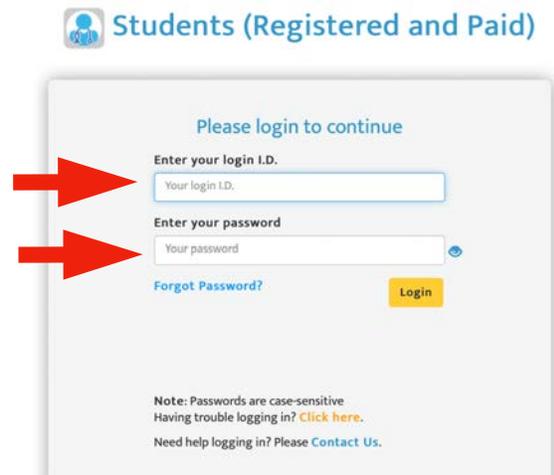
[Complete Registration](#)

[Back](#)

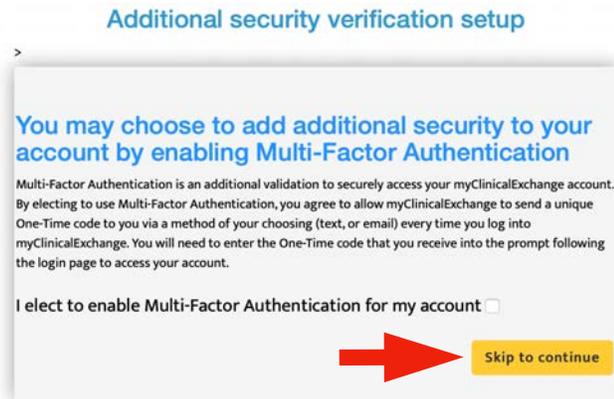
Click “continue”.



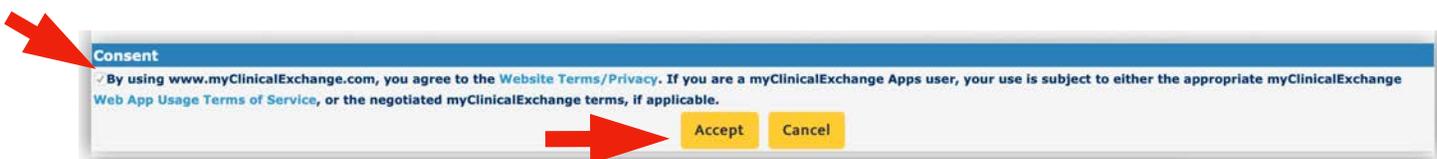
Enter your login (school email address) and the password you created. Click “login”.



Decide if you want to add additional security to your account (read the description) or click “skip to continue”.

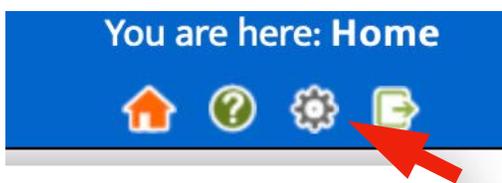


Check the consent box and click “accept”.



Your account status is currently UNPAID. To fully activate your account you must purchase a subscription.

Click on the ‘settings’ wheel from your Home page. Then, under Account Info, click “make payment”.



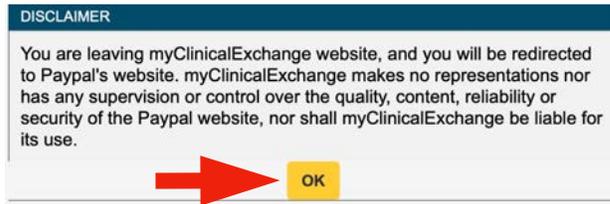
Ensure myClinical Exchange and 12 months are selected. Click “PayPal Check Out”.

Registration Cost		
** This transaction is non-refundable & non-transferable **		
If you are ready to renew your account, click the orange PayPal button below and you will be navigated to the PayPal site where you can pay your renewal fee. If your University pays on your behalf, please click the logout button in the upper, right corner and contact your Clinical Coordinator for assistance.		
Product	Term	Price
myClinicalExchange	12 months (\$39.50)	\$39.50

By clicking the "PayPal Check out" button below, I agree the registration cost for myClinicalExchange is non-refundable and non-transferable.



Click “OK” on the disclaimer window when it pops up.



Select your method of payment and click “continue”. Enter payment information and then click “Pay Now”.

