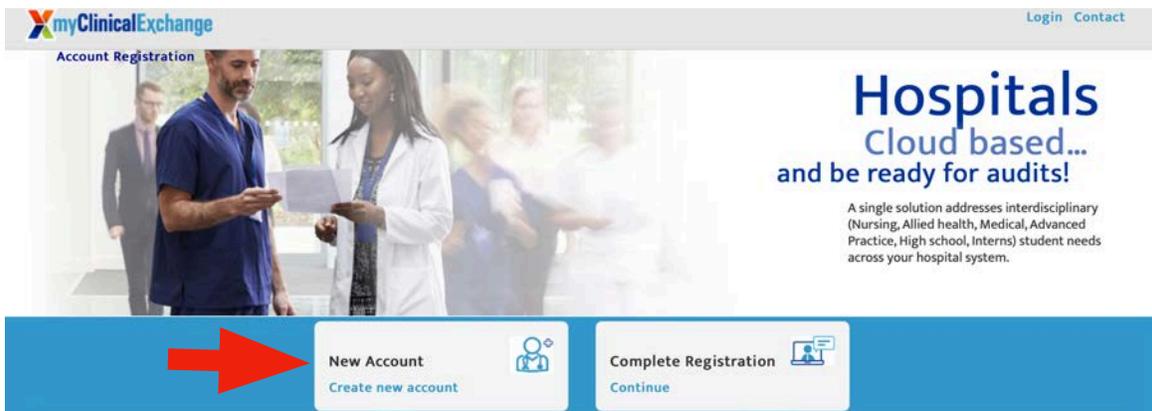# Instructions for creating an account in MyClinical Exchange

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".

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

myClinicalExchange- Validation Code

Administrator [do-not-reply@myclinicalexchange.com]

To: ACC Nurse Aide

Wednesday, July 29, 2020 9:17 AM

- Retention Policy: 180 Day Inbox Policy (6 Months) Expires: 1/25/2021

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".

myClinicalExchange   Account Registration   You are here: Registration Validation

Your IP: 73.203.12.98

Step 2 of 3

A validation code was sent to the email address you provided in step 1. Enter the validation code to continue your registration process. If you have not received the validation code, click the "Resend validation code" button below to receive a new code.

Enter Email   nurseaide@arapahoe.edu

Enter Validation Code   5F06EC18

Enter Security Code

14251

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

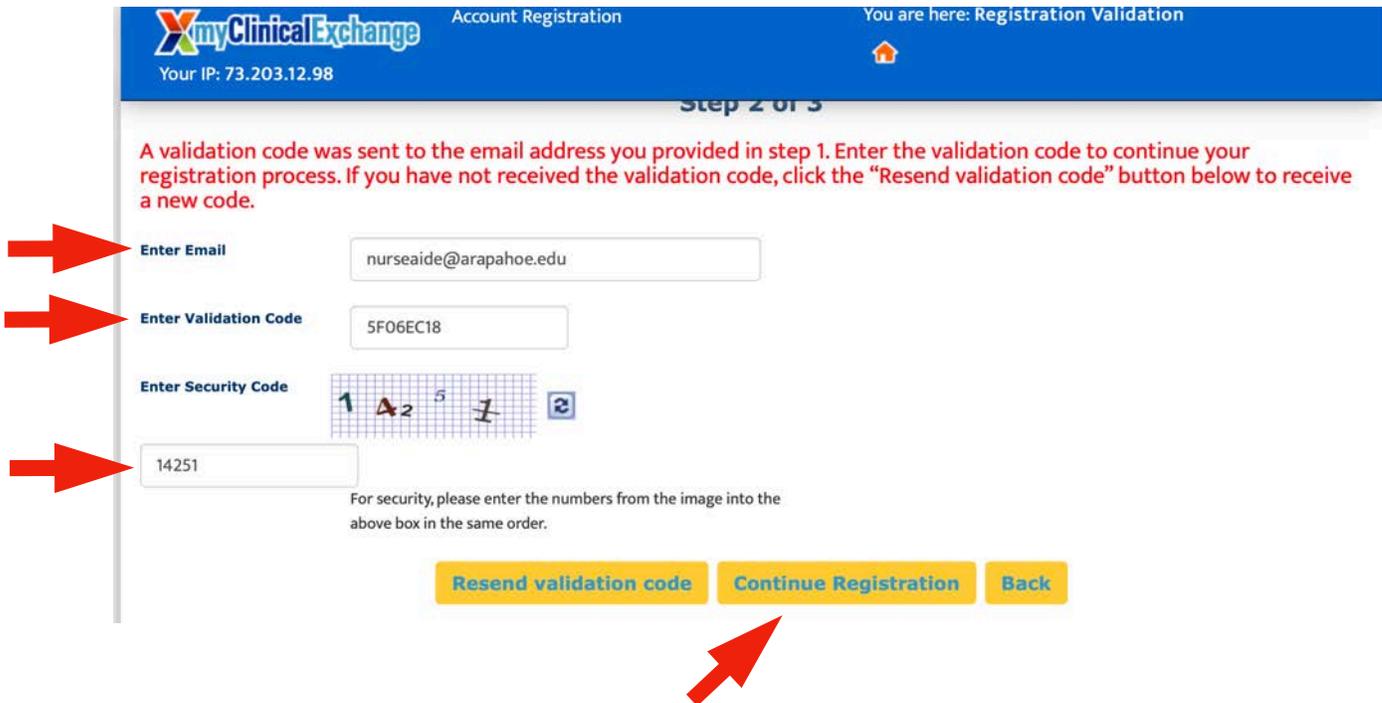Resend validation code   Continue Registration   Back

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

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.
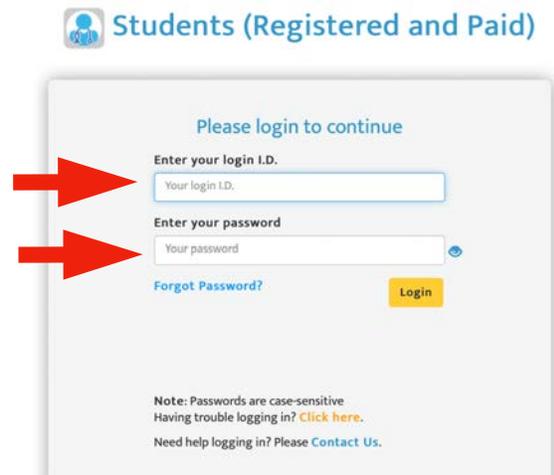

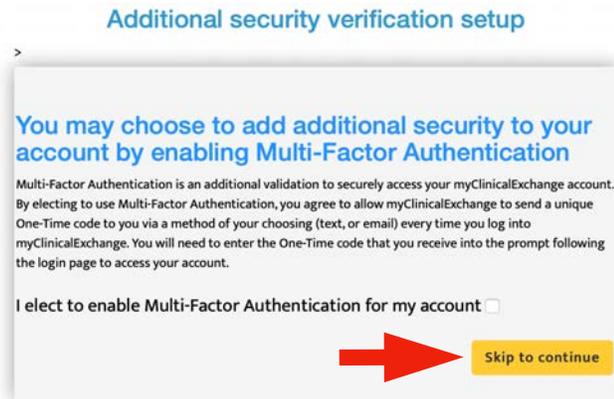Check the box and click "complete registration".
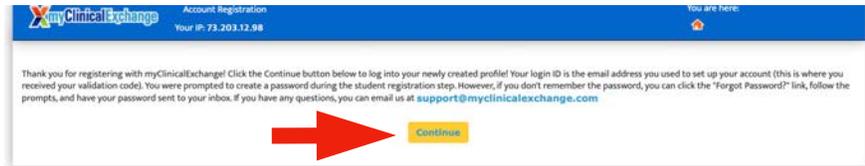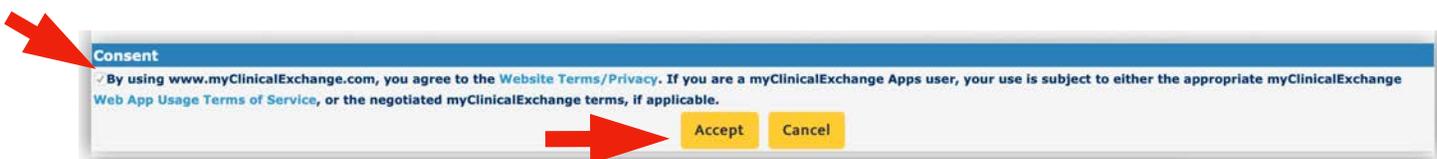
Click "continue".

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".
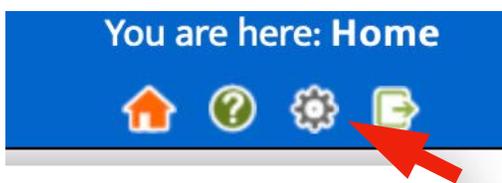

Check the consent box and click "accept".

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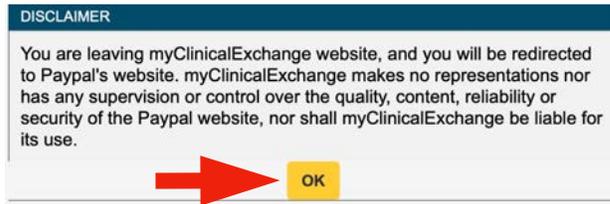
Ensure myClinical Exchange and 12 months are selected. Click "PayPal Check Out".

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".