**Self-Registration – Creating a User Account**

* Go to: [www.mcnplacement.org/orientation](http://www.mcnplacement.org/orientation)
* Click the “Login/Register” link in upper right corner of screen.
* Click the “click here to register” link to access the registration form.
* Complete the registration form. Select “Faculty” in the Program/Year line.
* Faculty should leave the ID line blank.
* We recommend using your school-based email. If not, use one that you check frequently.
* The system will automatically enter your email address as your username.
* Check the “consent to share information” box.
* When you have completed the form, click the “Register” button.

**Logging In**

* After registering, you will be returned to the Login page.
* Enter your username and password and click the “log in” button.
* If you forget your account information, use the “Click here for help link”.

**Please plan 2-4 hours to complete the modules.**

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

1. 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.
2. 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.
3. 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.
4. Once you successfully complete the four post-tests, you will automatically go to the:
	1. Electronic Acknowledgement Form – complete this form.
	2. Online Orientation Evaluation – complete optional evaluation if you would like.
	3. 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.**

1. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed in Step 2.
2. If you teach for more than one education program, you will be able to specify for which program you are entering an assignment.
3. 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 health care facility-specific material.** (Clinical Assignment Ticket accessible following completion of Step 3.)

1. 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.
2. Review and complete the facility-specific orientation material as instructed.
3. **Print** a copy of your Clinical Assignment Ticket.
4. Confirm the ***HCO’s Ticket collection policy*** through your nursing program administrator.