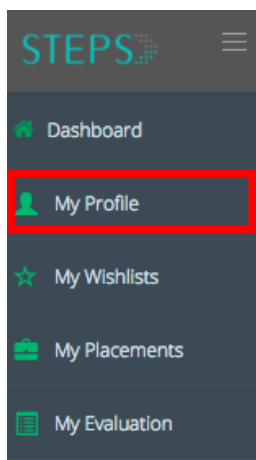


Managing Required Documents for Students Exxat STEPS

Required documents are a key component of your profile. Your school has a unique list of documents that you must provide including immunizations, certifications, and more. It's vital that you upload your documents in a timely manner and keep your requirements up to date.

Follow these steps to view your required documents list:

1. Select 'My Profile' from the left-hand menu.




2. Select 'Required Documents' from the right-hand menu.

Abner, Daniel Video Tutorial Help Print

Instructions: This page helps the student to build an online profile. Your school has configured this section and it is recommended that you complete this section on a timely basis. The health clearance and required documents section has been moved into the "My Profile" section. After you have entered the information in all the different sub-sections of My Profile, please remember to click on "Review and Sign" and provide your electronic authorization for the school to share your information with the clinic.

Details



Abner, Daniel
2129
[Change Image](#)

- Student Id : 2129
- School Email : daniel.abner@example.com
- Batch : Class of 2018
- Academic Status : Full-Time
- Graduating year : 2018
- Year Enrolled : 2015

- Personal Email : daniel.abner@exxat.com
- Preferred Name/Former name : N/A
- SSN : 9129
- Date Of Birth : Feb 14, 1989
- Cell Phone : 918-475-1389
- Home Phone : N/A
- Pager Number : N/A
- Gender : Male
- Race : White or Caucasian
- Ethnicity : Non-Hispanic

Related Information

- Basic Information
- Personal Statement
- Area of Interest
- Student Address
- Emergency Contact
- Education History
- Employment History
- Clinical Questionnaire
- Language Proficiency
- Honors and Publications
- Required Documents**
- Review & Sign

Other Information

- Area of Interest : OP Aquatic, OP Ortho, OP Sports
- Any : No
- Personal Statement :

3. The Required Documents landing page lists your school's requirements along with other important information:
 - a. Instructions: View the green instruction box near the top of this page for instructions from your school.
 - b. Legend: View the legend to understand the colors and icons that appear on this page.
 - c. Student Required Documents grid lists all your school's requirements:
 1. Document Name: Documents marked with a (*) are mandatory
 2. Reviewed Date: Date in which your school reviewed the document
 3. Dates: Expiration Date or Completion Date
 4. Due Date: Due date assigned by your school
 5. View Template/Sample: An example document so you know what to upload
 6. Share with Site: Whether a document is shared with a site, green check mark means yes and red check mark means no
 7. Action: Where you upload a document
 - d. Additional Document Uploaded by Student: Where you upload a document not found in the required documents grid
 - e. Additional Notes: Where you would write a note for your school

Required Documents Download All Documents Help Print

My Profile > Required Documents >

Instructions: This section lists all of your school's required documents. View the legend to understand the different colors and symbols in this section. To upload documents, click the blue cloud button. To upload a document not listed below, use the additional document section. To write a note for your school, use the additional notes section. For questions on what to upload, view the template/sample provided (if applicable) or contact your school.

Click to read why the document has been disapproved
 Document note
 Upload new document
 Click here to download your documents
 (*) its mandatory required documents
 Hover on color to see the details:

Student Document

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form *	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019			
2	TB Test *	N/A	Expiry Date: 5/24/2018	4/1/2019	N/A		
3	Varicella Vaccinations *	N/A	N/A	4/1/2019	N/A		
4	Tdap Vaccination *	N/A	Expiry Date: MISSING	N/A	N/A		
5	Hepatitis B Series *	1/31/2019	N/A	3/1/2019	N/A		
6	Flu Vaccination *	1/31/2019	Expiry Date: 2/15/2019	7/1/2019	N/A		
7	Health Insurance *	1/31/2019	N/A	N/A			
8	First Aid Certification *	1/31/2019	Expiry Date: MISSING	N/A			

Additional Document Uploaded By Student
▼

+ Add New Document

#	Document Name	Document Description	Reviewed Date	Expiry Date	Share With Site	Action
No document uploaded.						

Additional Notes
▼

I am waiting on my drug screen results. I will upload my results as soon as I receive it. [Edit](#)

Follow these steps to upload a document:

1. Select the required document you would like to upload. Click the blue cloud button from the Action column.

Required Documents
Download All Documents
Help
Print

Instructions: This section lists all of your school's required documents. View the legend to understand the different colors and symbols in this section. To upload documents, click the blue cloud button. To upload a document not listed below, use the additional document section. To write a note for your school, use the additional notes section. For questions on what to upload, view the template/sample provided (if applicable) or contact your school.

Click to read why the document has been disapproved Document note Upload new document Click here to download your documents (*) Its mandatory required documents Hover on color to see the details

Student Document
▼

Student Required Documents
▼

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * 1 <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more..	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019		✓	☁
2	TB Test * 1 <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more..	N/A	Expiry Date: 5/24/2018 Edit	4/1/2019	N/A	✓	☁
3	Varicella Vaccinations * 1	N/A	N/A	4/1/2019	N/A	✓	☁

Click here to upload document →

2. A pop-up window will appear. Select upload to upload your document.

ADD PHYSICAL EXAM FORM DOCUMENT
✕

* Click on upload button to attach multiple documents
Only files (pdf,doc,docx,gif,jpe,g,png) are allowed

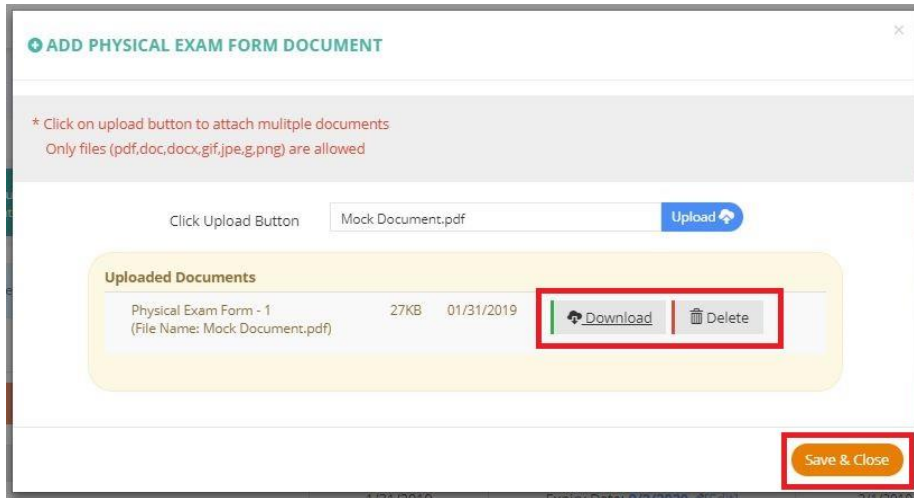
Click Upload Button

Upload ☁

Uploaded Documents

Save & Close

- A record of your uploaded document will appear in the uploaded documents section. You can view the document by clicking download or in some cases, you have the option of deleting the document by clicking delete. Click 'Save & Close' to save your uploaded document.



- Confirm that uploaded document was saved with the download icon next to the required document's name. A green circle with a number listed will also show you the number of documents uploaded for that requirement.

#	Document Name	No. of documents	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form	1	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019		✓	
2	TB Test *	0	N/A	Expiry Date: 5/24/2018 [Edit]	4/1/2019	N/A	✓	
3	Varicella Vaccinations *	0	N/A	N/A	4/1/2019	N/A	✓	
4	Tdap Vaccination *	1	N/A	Expiry Date: MISSING	N/A	N/A	✗	
5	Hepatitis B Series *	2	1/31/2019	N/A	3/1/2019	N/A	✓	

Follow these steps to add or edit an expiration date for a document:

1. On the required documents page, look at the 'Dates' column.

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * ¹ <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more..	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019		✓	
2	TB Test * ¹ <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more..	N/A	Expiry Date: 5/24/2018 ¹ [Edit]	4/1/2019	N/A	✓	
3	Varicella Vaccinations * ⁰	N/A	N/A	4/1/2019	N/A	✓	
4	Tdap Vaccination * ¹	N/A	Expiry Date: MISSING	N/A	N/A	✗	
5	Hepatitis B Series * ²	1/31/2019	N/A	3/1/2019	N/A	✓	
6	Flu Vaccination * ⁰	1/31/2019	Expiry Date: 2/15/2019 ¹ [Edit]	7/1/2019	N/A	✓	

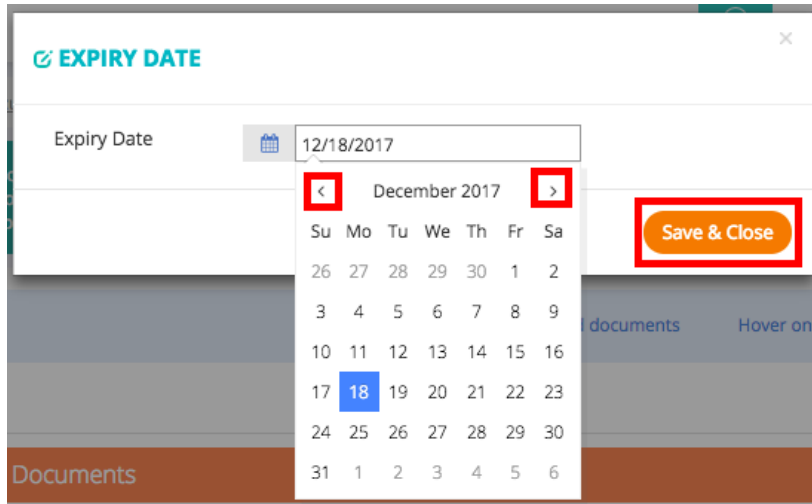
2. A current required document will show the expiration date in blue. An expired document will show the expiration date in red. N/A means the required document doesn't have an expiration date. A red **MISSING** means an expiration date is required but has not been added. In some cases, your school may enter expiration dates for you.

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * ¹ <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more..	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019		✓	
2	TB Test * ¹ <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more..	N/A	Expiry Date: 5/24/2018 ¹ [Edit]	4/1/2019	N/A	✓	
3	Varicella Vaccinations * ⁰	N/A	N/A	4/1/2019	N/A	✓	
4	Tdap Vaccination * ¹	N/A	Expiry Date: MISSING	N/A	N/A	✗	

3. To edit an expiration date, click 'Edit'.

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * ¹ <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more..	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019		✓	
2	TB Test * ¹ <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more..	N/A	Expiry Date: 5/24/2018 ¹ [Edit]	4/1/2019	N/A	✓	

- A pop-up window will appear. Click the expiry date field for a calendar menu to appear. Use the arrows to find a prior date or future date or select a date from the current month. Click 'Save & Close' to save your date.



- To add a date that is missing, click on the red 'MISSING'.

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * 1 <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more...	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019		✓	
2	TB Test * 1 <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more...	N/A	Expiry Date: 5/24/2018 [Edit]	4/1/2019	N/A	✓	
3	Varicella Vaccinations * 1	N/A	N/A	4/1/2019	N/A	✓	
4	Tdap Vaccination * 1	N/A	Expiry Date: MISSING	N/A	N/A	✗	

- Follow the previous steps to select your date. Be sure to click 'Save & Close'.

To see your documents' status, follow these steps:

1. On your dashboard, the orange Pending or Expired Documents box lists your documents that are disapproved, expired or pending approval from your school.

Pending Or Expired Document(s)	
Document Name	Status
TB Test [Click Here]	Expired on- 5/24/2018 Disapproved
Varicella Vaccinations [Click Here]	Pending due by- 4/1/2019
First Aid Certification [Click Here]	Disapproved

2. On the Required Documents page, a pop-up window will appear listing any disapproved documents.

Required Documents

Pop-up Window →

Instructions: This section lists all of your school's required documents. View the legend to understand the different colors and symbols in this section. To upload documents, click the blue cloud button. To upload a document not listed here, use the additional notes section. For questions on what to upload, view the template/sample provided (if applicable) or contact your school.

One or more documents were disapproved by your school. Please upload a new document for the following requirement(s):

1. TB Test
2. First Aid Certification

Click to read why the document has been disapproved | Document note | Upload new document | Click here to download your documents (*) its mandatory required documents | Hover on color to see the details

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more..	N/A	Expiry Date: 9/2/2020 #[Edit] Completed Date: 9/2/2018 #[Edit]	3/1/2019			
2	TB Test * <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more..	N/A	Expiry Date: 5/24/2018 #[Edit]	4/1/2019	N/A		

3. The Student Required Documents uses colors to indicate the status of a document. Green means the document has been approved, Red means the document was disapproved, Yellow means the document is expiring soon, and White means the document is pending approval from your school, White color with name of the document in red means no document has been uploaded yet.

Instructions: This section lists all of your school's required documents. View the legend to understand the different colors and symbols in this section. To upload documents, click the blue cloud button. To upload a document not listed below, use the additional document section. To write a note for your school, use the additional notes section. For questions on what to upload, view the template/sample provided (if applicable) or contact your school.

Click to read why the document has been disapproved Document note Upload new document Click here to download your documents (*) its mandatory required documents Hover on color to see the details

Student Document

Student Required Documents

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * 1 <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more...	1/31/2019	Expiry Date: 9/2/2020 Completed Date: 9/2/2018	3/1/2019			
2	TB Test * 1 <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more...	N/A	Expiry Date: 5/24/2018 [Edit]	4/1/2019	N/A		
3	Varicella Vaccinations * 0	N/A	N/A	4/1/2019	N/A		
4	Tdap Vaccination * 1	N/A	Expiry Date: MISSING	N/A	N/A		
5	Hepatitis B Series * 2	1/31/2019	N/A	3/1/2019	N/A		
6	Flu Vaccination * 1	1/31/2019	Expiry Date: 2/15/2019 [Edit]	7/1/2019	N/A		
7	Health Insurance * 1	1/31/2019	N/A	N/A			
8	First Aid Certification * 2	1/31/2019	Expiry Date: MISSING	N/A			

4. You can also view communication from your school about a specific document by clicking on one of the following icons.

Icon Description

	Document Disapproved Note
	View Template/Sample
	Template / Sample Description

Click to read why the document has been disapproved Document note Upload new document Click here to download your documents (*) its mandatory required documents Hover on color to see the details

Student Document

Student Required Documents

#	Document Name	Reviewed Date	Dates	Due Date	View Template / Sample	Share With Site	Action
1	Physical Exam Form * 1 <i>Document Guidelines:</i> • Must be completed by the health care provider, signed and dated. • School form provide more...	N/A	Expiry Date: 9/2/2020 [Edit] Completed Date: 9/2/2018 [Edit]	3/1/2019			
2	TB Test * 1 <i>Document Guidelines:</i> • Please upload 2 step TB skin test. • Enter Expiration Date as 1 year from the Read Dat more...	N/A	Expiry Date: 5/24/2018 [Edit]	4/1/2019	N/A		
3	Varicella Vaccinations * 0	N/A	N/A	4/1/2019	N/A		
4	Tdap Vaccination * 1	N/A	Expiry Date: MISSING	N/A	N/A		
5	Hepatitis B Series * 2	1/31/2019	N/A	3/1/2019	N/A		
6	Flu Vaccination * 1	1/31/2019	Expiry Date: 2/15/2019 [Edit]	7/1/2019	N/A		

Document Disapproved Note
TB Test document expired on 5/24/183.
Please upload new document.

Template/Sample Description
Download Physical Exam Form uploaded by school.

View Template / Sample

- Your school may also opt to send you Exxat-generated emails about your required documents. Regularly check your school email so you don't miss out on important information.

Document status Notification



Exxat PT Notification <noreply@exxat.com>
5:24 PM

To: Test Student

Dear Student, Test ,

Here is the status for the required documents uploaded by you in the system.

No.	Document Name	Notes	Document Status	Reviewed Date	Due Date
1	Physical Exam Form		Pending Approval	N/A	03/01/2019
2	TB Test	TB Test document expired on 5/24/183. Please upload new document.	Disapproved	01/31/2019	04/01/2019
3	Varicella Vaccinations		Not uploaded	N/A	04/01/2019
4	Tdap Vaccination		Pending Approval	N/A	N/A
5	Hepatitis B Series		Approved	01/31/2019	03/01/2019
6	Flu Vaccination		Approved	01/31/2019	07/01/2019
7	Health Insurance		Approved	01/31/2019	N/A
8	CPR Certification		N/A	N/A	N/A
9	First Aid Certification	Please upload a clear and visible document.	Disapproved	01/31/2019	N/A

Thank You

Exxat Support
Email : support@exxat.com

To upload an additional document not found on your required documents list, follow these steps:

Sometimes you will want to upload additional documents. Upload and manage these documents in the Additional Documents section of the Required Documents page.

- Click the 'Add New Document' button from the Additional Document Uploaded by Student section of the Required Documents page.

Additional Document Uploaded By Student
▼

+ Add New Document

#	Document Name	Document Description	Reviewed Date	Expiry Date	Share With Site	Action
No document uploaded.						

2. A pop-up window will appear. Enter the document's name, description, and expiration date. If you want the document to be shared with your sites, set Share with Site to Yes. Click 'Browse' to select a document to upload. When it has finished uploading, click 'Save & Close' to save the uploaded document.

EDIT OTHER DOCUMENT ✕

* fields are required.
Only files (pdf,doc,docx,gif,jpe,g,png) are allowed

Document Name *

Description

Expiry Date

Share With Site

Click Upload Button * Browse

Save & Close

3. To make changes to an uploaded document, click the blue upload button. To delete an uploaded document, click the red x button.

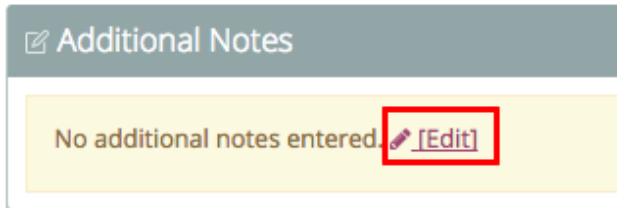
Additional Document Uploaded By Student ✕

+ Add New Document

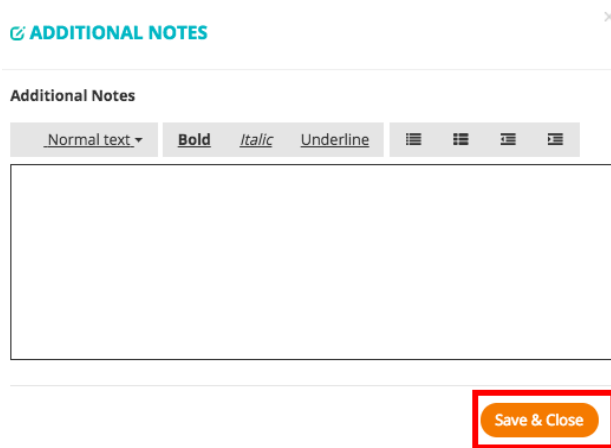
#	Document Name	Document Description	Reviewed Date	Expiry Date	Share With Site	Action
1	Doctor's Note [Click Here]	Doctor's note for my knee injury.	N/A	12/1/2018	✓	

To add a note for your school related to your require documents, follow these steps:

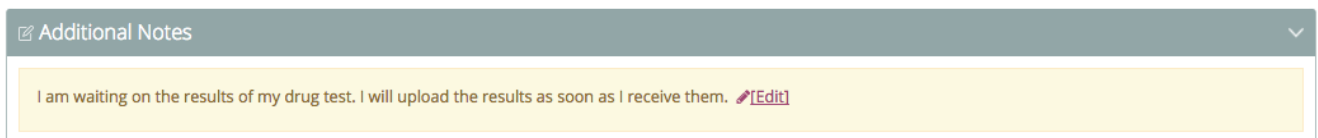
1. Click 'Edit' under the additional notes section.



2. Enter your note in the text box provided. Click 'Save & Close' to save your note.



3. Your note may take a few minutes to appear, but it will be viewable for your school.



4. To remove a note, click 'Edit' and delete your previous text from the text box. Click 'Save & Close' to save your changes.