

EXXAT Document Transfer

- Compliance Due Date: **December 31st, 2024**
- All Students must be fully compliant in EXXAT by the deadline
- *There is a \$20 annual fee



How to Log into EXXAT

To access your account, ensure that there are no spaces before/between/after your username:

1. Use the URL <https://steps.exxat.com> (preferably through the Chrome browser) and kindly bookmark the same for your future use.
2. Your username is your school email address. i.e. XXX@umaryland.edu.
3. Click on the NEXT tab.
4. Once you click NEXT, it will navigate you to the school site.
5. Enter your school credentials and log in.

EXXAT Landing Page

The screenshot shows a dark-themed dashboard for EXXAT. At the top left, there is a 'Dashboard' header with a menu icon. To the right of the header are several utility icons: a calendar, a document, a question mark, a 'Chat' button, a megaphone, and an 'Ask Leo' button with a 'BETA' badge. The main content area is divided into a left sidebar and a main grid of cards. The sidebar contains an 'Exxat Logo' placeholder, the 'Exxat PRISM' logo, and a message notification: 'Message(s) from your school (1)'. Below the message is a section titled 'Approve contact information' dated 'February 1, 2024', with the text 'Your school has signed up for EXXAT APPROVE. The Approve Team will be reviewing your uploaded' and a 'Show More' link. The main grid consists of eight cards arranged in a 4x2 layout. Each card has a colored border and an icon. The cards are: 1. Profile (purple border, person icon): 'Create your professional profile and upload documents necessary for clearance to participate in your clinical education'. 2. Compliance (green border, document icon): 'Upload documents necessary for clearance to participate in clinical education'. A callout box on the right shows '12 Documents need attention'. 3. Coursework (teal border, graduation cap icon): 'Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education'. 4. Learning Activities (blue border, clipboard icon): 'Complete and review learning activities across all courses for clinical education'. 5. Explore Clinical Locations (orange border, building icon): 'Find and learn more about the clinical sites associated with your academic program'. 6. Resources (green border, book icon): 'Access resources provided by your academic program'. A callout box on the right shows '3 Resources shared'. 7. School Contacts (purple border, address book icon): 'Review contact information for the faculty and staff from your program'. A callout box on the right shows '0 Contacts shared'. 8. Help (yellow border, exclamation mark icon): 'Request assistance from the Exxat team'.

Dashboard

Exxat Logo

Exxat PRISM

Message(s) from your school (1)

Approve contact information
February 1, 2024
Your school has signed up for EXXAT APPROVE. The Approve Team will be reviewing your uploaded
[Show More](#)

Profile
Create your professional profile and upload documents necessary for clearance to participate in your clinical education

Compliance
Upload documents necessary for clearance to participate in clinical education
12 Documents need attention

Coursework
Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education

Learning Activities
Complete and review learning activities across all courses for clinical education

Explore Clinical Locations
Find and learn more about the clinical sites associated with your academic program

Resources
Access resources provided by your academic program
3 Resources shared

School Contacts
Review contact information for the faculty and staff from your program
0 Contacts shared

Help
Request assistance from the Exxat team

Summary for mandatory requirements: 0 Approved 0 Pending Review 13 Needs Attention



MANDATORY REQUIREMENT (13) ↑	STATUS	DUE DATE	FOLLOW-UP DATE	EXPIRATION DATE	REASON	COMMENT	INCLUDED IN PROFILE LINK	ACTION
Annual Tuberculosis Screening	Get Started	07/31/2024	-	-	-	-		
Code of Conduct	Get Started	07/31/2024	-	-	-	-		
COVID-19 Vaccination	Get Started	07/31/2024	-	-	-	-		
CPR	Get Started	07/31/2024	-	-	-	-		
Fit Test	Get Started	07/31/2024	-	-	-	-		
Flu (Influenza)	Get Started	10/01/2024	-	-	-	-		
Hepatitis B (HepB)	Get Started	07/31/2024	-	-	-	-		
HIPAA	Get Started	07/31/2024	-	-	-	-		
Measles, Mumps, Rubella (MMR)	Get Started	07/31/2024	-	-	-	-		
OSHA	Get Started	07/31/2024	-	-	-	-		
Tetanus, Diphtheria, and Pertussis (Tdap)	Get Started	07/31/2024	-	-	-	-		
Universal Onboarding Certificate	Get Started	07/31/2024	-	-	-	-		
Varicella	Get Started	07/31/2024	-	-	-	-		

How to Retrieve Documents from CastleBranch

1. COVID-19 Vaccination

[Merged-TDL-Files--20230110195949.pdf](#)

Enter Results: Vaccine

Administered Date Vaccine #1: 06/29/2021

Administered Date Vaccine #2: 07/20/2021

Vaccine lot#: EW0187

COVID-19 Vaccine Manufacturer: Pfizer-BioNTech

Vaccine 2 Lot #: EW0187

COVID-19 Vaccine Manufacturer (Vaccine 2): Pfizer-BioNTech

2. CPR Certification

[Merged-TDL-Files--20230116231504.pdf](#)

Administered Date: 01/14/2023

Renewal Date: 01/31/2025

3. Polio

[Merged-TDL-Files--20230111191009.pdf](#)

Administered Date: 10/02/2006

Enter Results: Vaccine

4. HIPAA Certification Power Point

Receipt Confirmed

5. HIPAA Certification Verification

[Merged-TDL-Files--20230112224128.pdf](#)

Administered Date: 01/12/2023

6. Code of Conduct

[Merged-TDL-Files--20230111190612.pdf](#)

Administered Date: 01/11/2023

7. Influenza (Flu)

[Merged-TDL-Files--20230108021306.pdf](#)

Administered Date: 01/04/2023

Enter Interpretation: 1 vaccine

Administered Date Vaccine #1: 12/11/2023

4. Hepatitis B 2nd Action

[Merged-TDL-Files--20240211175504.pdf](#)

Enter Results: Vaccine

Enter Interpretation: 1 Vaccine

Administered Date Vaccine #2: 01/12/2024

Complete

Vaccine

5. Hepatitis B 3rd Action

[Merged-TDL-Files--20240226221405.pdf](#)

Enter Results: Positive

Enter Interpretation: >1000.0

Administered Date Titer: 02/23/2024

Complete

Positive

6. Tuberculosis (TB) - Updated

[Merged-TDL-Files--20240211175231.pdf](#)

Enter Results: Negative

Enter Interpretation: 0mm

Renewal Date: 12/08/2024

Step 1 Administered Date: 12/05/2023

TB Questionnaire Administered Date : 12/08/2023

Complete

Negative

7. Tuberculosis (TB) - Updated - Renewal

Due Date: 12/08/2024

Incomplete

8. Tetanus

[Merged-TDL-Files--20240206163510.pdf](#)

Administered Date: 08/27/2014

Renewal Date: 08/27/2024

Complete

9. Tetanus - Renewal

[Merged-TDL-Files--20240813161453.pdf](#)

Administered Date: 07/20/2024

Complete

Frequently Asked Questions

- **Do I need to transfer my documents?**
 - Yes! All students must be compliant in PRISM. We are no longer checking CastleBranch accounts for compliance
- **Do I need to get new bloodwork/vaccines?**
 - No, unless it is due for renewal or incomplete in CastleBranch (i.e: missing HepB titer, CPR/tetanus renewal, annual TB Screening Questionnaire)
- **Do I need to purchase a new background check/drug screen?**
 - Many of our clinical/practicum placement sites require background checks and drug screens within a 12-month period.
- **The Approve team rejected my approved document from CB, what do I do?**
 - If an approved document from CB has been rejected, please contact nrscompliance@umaryland.edu and Dr. Bradford or Student Health will review the requirement for approval/next steps needed.

- **My document is correct, but the Approve team did not accept it.**
 - Each requirement in EXXAT has a specific placeholder for documents. Please be sure to upload documents to the correct location (i.e: “titer”, “vaccination”, “declination”, “COVID Dose 1”, “repeat titer”). The Approve team will not accept documents uploaded to the wrong placeholder.
- **How do I contact EXXAT?**
 - UMSON has signed up for EXXAT APPROVE. The Approve Team will be reviewing your uploaded documents. For any questions related to your document status, please email approve@exxat.com and in your email subject, please include your school name and your class (i.e. UMSON Class of 2024).
 - For any other questions, please email V4support@exxat.com. Please email from your school email ID versus personal email ID, so we can find you in our database and avoid delays in supporting you.

- **I do not have an EXXAT account. What do I do?**
 - Students registered for a clinical/practicum course will receive access to an account with a welcome email from EXXAT. If you are not and have not previously been registered for a clinical/practicum course, you will receive once you are registered for those courses.
- **I was fit tested years ago and do not have my document. What do I do?**
 - After being fit tested, you should have uploaded your fit test document to your [STEPS](#) account. You may simply download it from there and submit it to EXXAT.
- **I have a question about the Universal Onboarding Certificate, who do I contact?**
 - Please email nrsonline@umaryland.edu for all questions regarding the Universal Onboarding Module
- **What happens if I am not compliant in EXXAT by December 31st?**
 - All students that are noncompliant by the deadline, will be dropped from their clinical/practicum course and any co-requisites.
- **How do I contact someone with a question during the winter break?**
 - The University will be closed December 23rd- January 1st, so you will not receive a response during this time. Please plan accordingly.

Questions?

- Please send all questions directly to nrscompliance@umaryland.edu for assistance.
- You will receive a response from either Ms. Wright or Dr. Bradford.
- Please also use the [compliance webpage](#) as a resource.