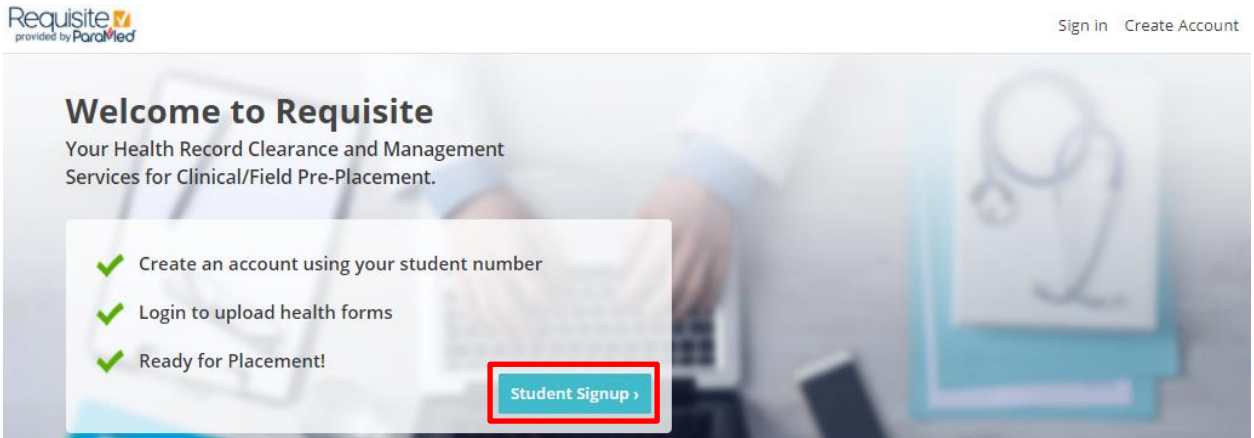# Requisite – Student Information Package

How to activate a student account

1. Navigate to the website URL (Chrome, Firefox, Safari)
2. Click on the **Student Sign up** option on the home page

3. A pop up will appear advising that you require a Student Account ID and a College issued email address. If you have received both requirements, continue to next step by Clicking on the **Continue** icon. (Note some colleges use Birthdate instead of Email address for student validation)

4. Enter in your **Student ID** and **Student email** (or date of birth) and click the **Continue.**

5. If the information entered matches the student profile received from the College, you will be taken to the next step to create a password. Enter in the **password twice** and click **Submit**

6. A pop up will appear identifying if registration was successful. In the pop up window, select **Click here** which will take you back to the login screen.

7. Enter your **Student ID** number and the **Password** you created to log into the site.
8. If you receive an error it means that your school has not sent ParaMed your student profile information. You will need to contact your program administrator for further instructions.

Resetting your password

1. If you have forgotten your password you can trigger a password reset from the sign in screen, by clicking on the **Forgot your Password** option.
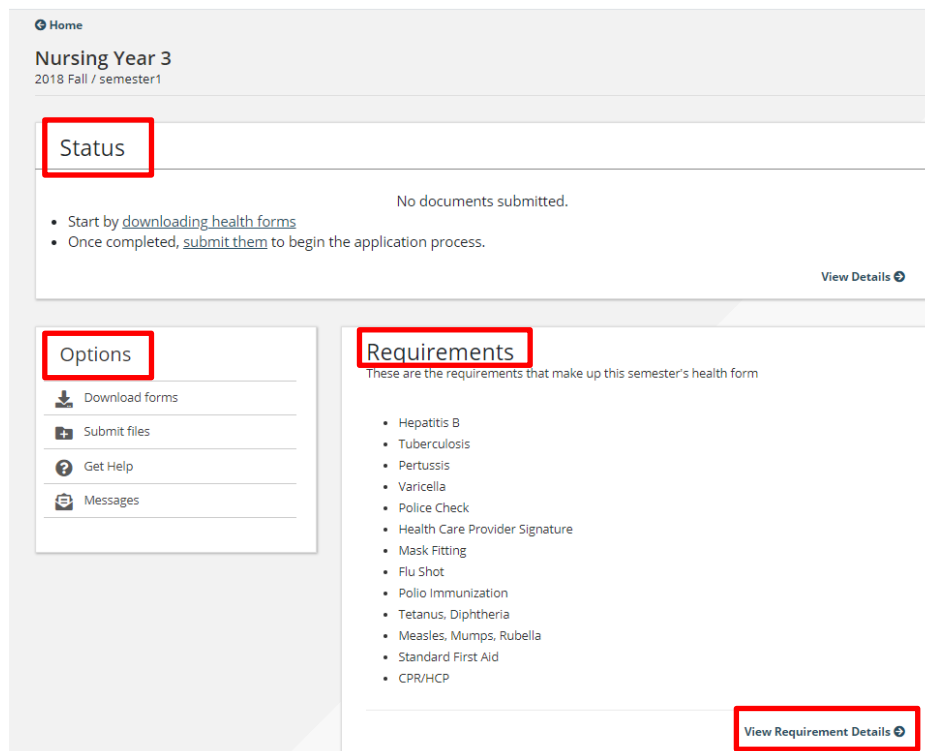
2. Enter in your email address and student number and an email will be sent to your account with the instructions to reset your password.

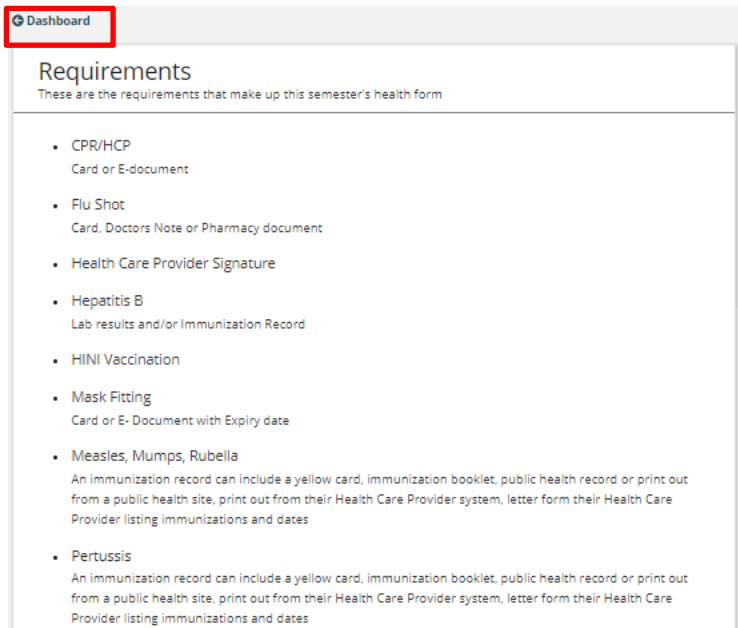## Accessing the Requirements list and Downloading the Health Form

1. When you log into your account it displays the programs that are associated to your profile with the college. If your account shows multiple programs, select the current program with the level/semester (some colleges use level and others use semester) that matches your clearance due date.

2. Click on the **View Details** icon.

> Nursing Year 3
> 2018 Fall / semester1   View Details

3. The display screen is broken into 3 sections
   - The **Status** box will show your current clearance status. If no documents have been submitted, it will identify what the next steps are in the process.
   - The **Options** box identifies the actions in the process to submitting the forms.
   - The **Requirements** box identifies which requirements are needed for the program that you have selected
   - Clicking on the **View Requirements Details** option on the bottom right corner of the requirements box displays a single page outlining all the requirements for your program.

> **⬅ Home**
>
> **Nursing Year 3**
> 2018 Fall / semester1
>
> **Status**
>
> No documents submitted.
> - Start by downloading health forms
> - Once completed, submit them to begin the application process.
>
> View Details ➤
>
> **Options**
> - ⬇ Download forms
> - ➕ Submit files
> - ❓ Get Help
> - 🗨 Messages
>
> **Requirements**
> These are the requirements that make up this semester's health form
> - Hepatitis B
> - Tuberculosis
> - Pertussis
> - Varicella
> - Police Check
> - Health Care Provider Signature
> - Mask Fitting
> - Flu Shot
> - Polio Immunization
> - Tetanus, Diphtheria
> - Measles, Mumps, Rubella
> - Standard First Aid
> - CPR/HCP
>
> View Requirement Details ➤

4. Review the **View Requirement Details** page to understand which documents are required to be submitted. Click on the **Dashboard** option at the top of the screen to return to the previous page.
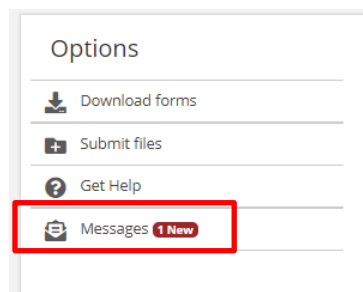
Requirements
These are the requirements that make up this semester's health form

- CPR/HCP
  Card or E-document

- Flu Shot
  Card, Doctors Note or Pharmacy document

- Health Care Provider Signature

- Hepatitis B
  Lab results and/or Immunization Record

- HlNl Vaccination

- Mask Fitting
  Card or E- Document with Expiry date

- Measles, Mumps, Rubella
  An immunization record can include a yellow card, immunization booklet, public health record or print out from a public health site, print out from their Health Care Provider system, letter form their Health Care Provider listing immunizations and dates

- Pertussis
  An immunization record can include a yellow card, immunization booklet, public health record or print out from a public health site, print out from their Health Care Provider system, letter form their Health Care Provider listing immunizations and dates

5. Click the **Download Forms** Option in the Options box to print a copy of the form that needs to be filled out and signed by your Health Care Provider. Review the form and gather all the necessary documentation as outlined in the form.

Options
- ⬇ Download forms
- ⊞ Submit files
- ❓ Get Help
- 🖃 Messages
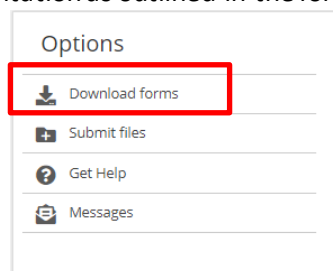
Messages

1. Viewing messages that have been entered from the College can be reviewed in the messages center. If there is a new message it will be flagged as new.

Options
- ⬇ Download forms
- ⊞ Submit files
- ❓ Get Help
- 🖃 Messages **1 New**

2. Click to open the message. All messages will be displayed in the Message center

Message Center

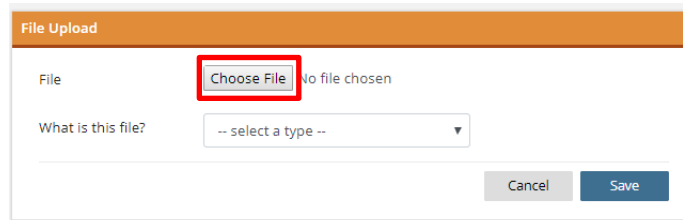| Linda	Nov 13, 2019 7:48 PM
All clearance is required to be completed by December 31, 2019	
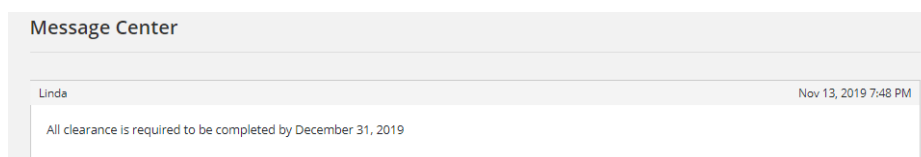
Submitting your Health form documentation

1. Scan all of the documents you are required to submit. Adobe Scan or an Alternate mobile app can be utilized to complete the process.
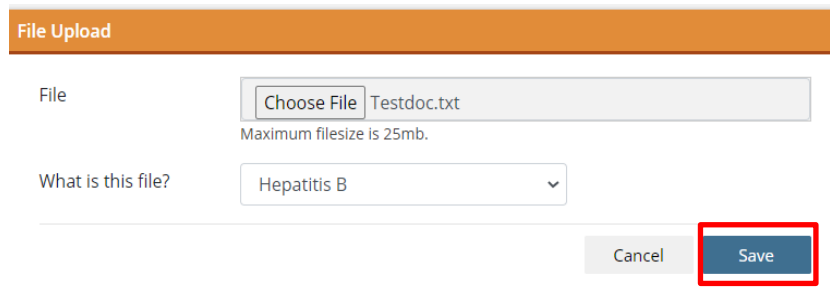2. Click on the **Submit Files** option from the Options box

   Options
   - Download forms
   - Submit files
   - Get Help
   - Messages

3. Click the **Add File** icon to upload the files from your device.

   Dashboard

   ### 1. Upload Files

   Instructions
   - Scan your completed forms using Adobe Scan or an alternative mobile app.
   - Click add file to upload scanned documents.
   - Click continue once you've uploaded all required documents.
   - In addition, don't forget to submit any leftover documents from last year.

   No files uploaded
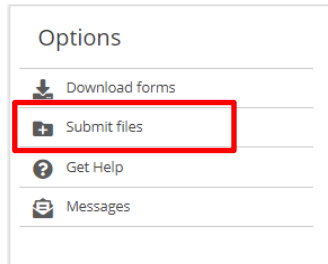
   + Add File

   Cancel   Continue
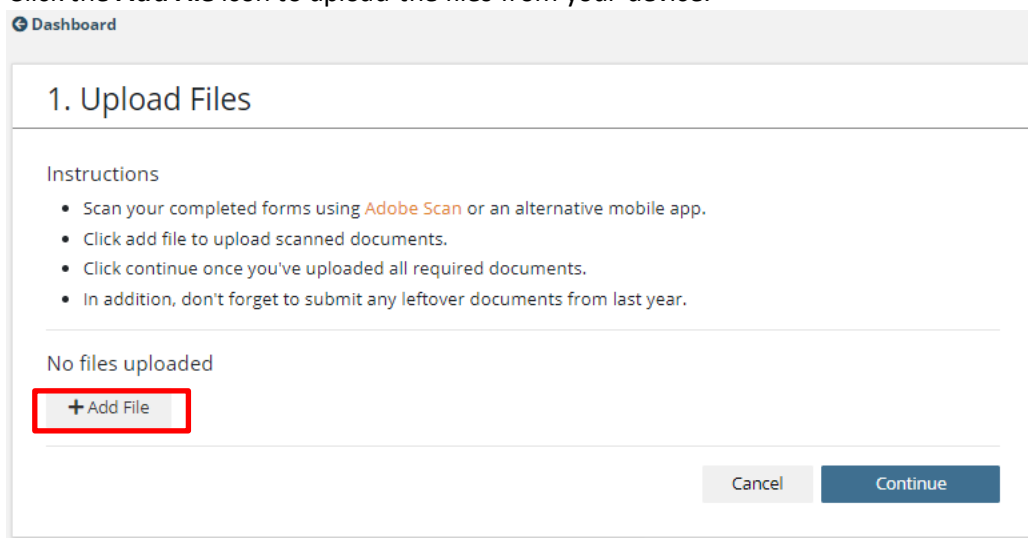
4. Select **Choose File** and locate the file you have scanned and click on it to attach it. From the Drop-down option identify what the file type is that you have uploaded.

   File Upload

   File   Choose File No file chosen
   What is this file?   -- select a type --   ▼

   Cancel   Save

5. Once you can see the file has been attached, click the **Save** button to save what you have uploaded.

   File Upload

   File   Choose File Testdoc.txt
               Maximum filesize is 25mb.
   What is this file?   Hepatitis B   ⌄

   Cancel   Save

6. If the file was attached successfully it will now be showing in the **Files** section. Continue uploading all the files by following Step 3-5 for each file.

7. The Upload Files page saves as you go. Should you need to leave this page to locate other documents, when you log back into your Requisite account all documents in the process of uploading save. This will help you upload ALL documentation prior to completing your submission and processing payment.

*Ensure all documentation is present prior to submitting payment. Subsequent submissions to the same health form are subject to a secondary fee.

8. Once you are satisfied that you have upload all the required files click the **Continue** icon in the bottom right corner to proceed to the Payment screen

Making a Payment

1. On the payment screen enter in your **Credit card number** as well as the **expiry date** and **CCV** code from the back of the card and click the **Continue** icon

2. A final review page will pop up allowing you an opportunity to review your uploaded documents to ensure that you have not missed uploading one.
   If you determine you have not uploaded a document you can click the **Back** icon and return to the upload page.
   If you are satisfied that you have uploaded all the necessary documents click the **Submit** icon to submit your documents and complete your payment process.

*Ensure all documentation is present prior to submitting payment. Subsequent submissions to the same health form are subject to a secondary fee.

3. If the payment and files have processed successfully you will get a pop up identifying they were submitted. Click on the **click here** option to return to the main details page.

Files Submitted

Files submitted sucessfully. Click here to continue to the details page.
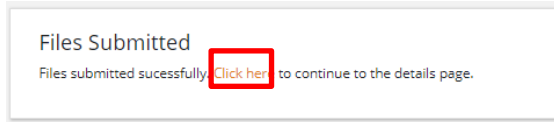
4. Once submitted you will receive a notification in your college email account confirming that your submission was successfully received with a receipt of the transaction.
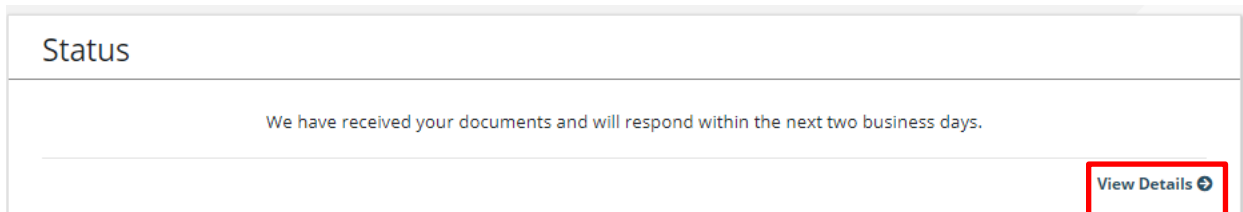
*Receipts can also be found on the **Receipts** page in PDF format to print or save.

Programs   Overview   Receipts

Receipts

Order No	Date	PDF Download	Amount
13229422079960411132	2020-03-23 03:28:00	⬇ Download	$1.00

Reviewing your Status after submission

1. In the Status box it will identify that the files have been received and when they will be reviewed. If you wish to review further what was submitted or ask any questions you can click on the **View Details** option in the bottom right corner

Status

We have received your documents and will respond within the next two business days.

View Details ➔

If you have submitted but missed any documents you can click **Submit Documents**. (please note submitting additional documents will have an additional fee charged). Follow the steps in Submitting your Health form documentation

2.

⊙ Dashboard

Application Details

Test Student 10 Sep 14, 2020, 10:45 AM	Submitted 1 file. 🔗 Flu Shot - Testdoc.txt (0B)

Submit new documents to continue the application process.

Ask a Question   Submit Documents
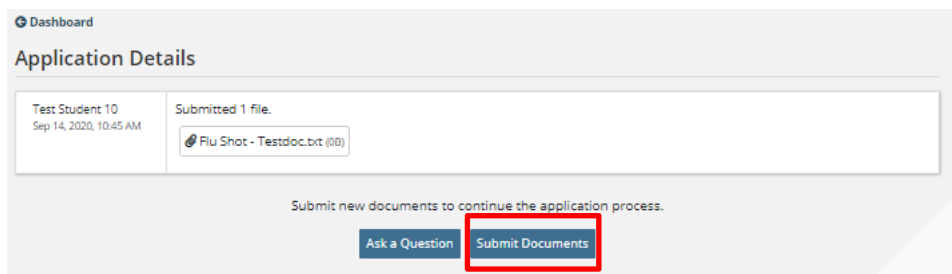
3. If you wish to ask a question click on the **ask a question** Icon and enter in your question in the free text box. Click **submit**.

4. Your question will appear in the Application Details and when a nurse responds to your question it will be located at the bottom of the Clearance screen.

Reviewing your clearance results

1. Once your submission has been completed you can log into your account and review the results of each component. In the Status section, click **View Details**

Submitting documentation after clearance

Some requirements, like the Flu Shot are not available by the clearance deadline. Should this be the case and you need to submit documentation after you have received clearance you can do so without having to pay again. You will not be charged for this type of document submission.
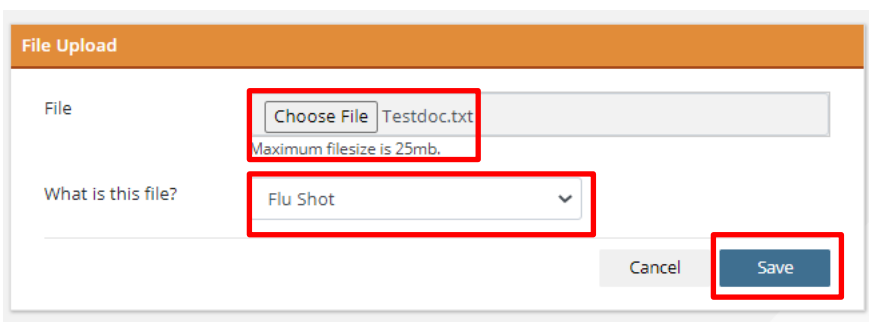
1. Log in to your requisite account
2. Select the program you wish to add a document to. Only certain types of documents are available for submission without payment after clearance status.
3. In the **Options** section select **Add files**
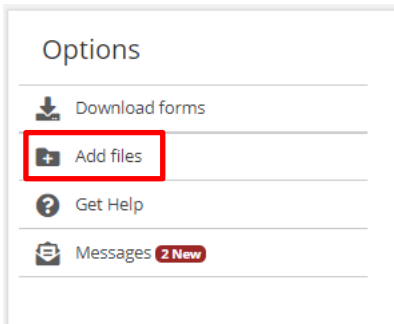
4. Click the **Add File** icon to upload the files from your device.
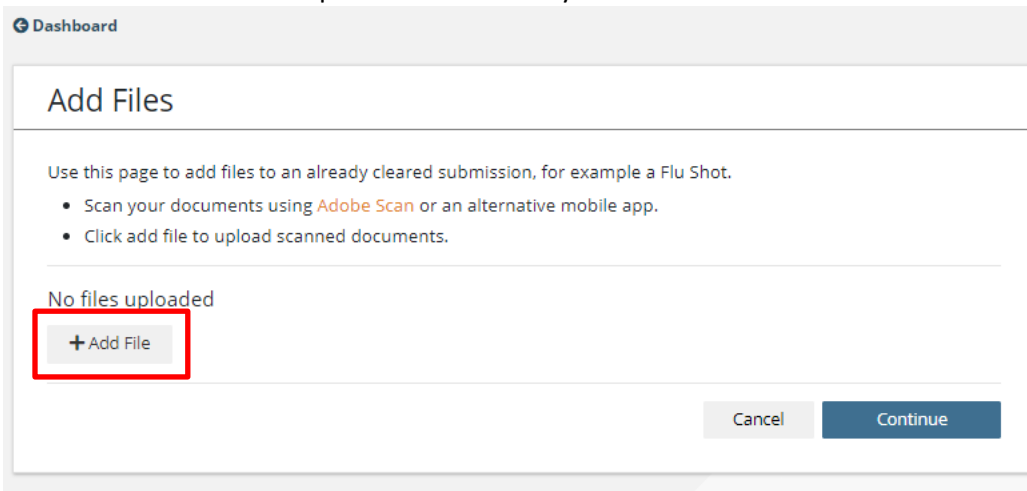
5. Click on the **Choose File** icon and locate the file you scanned and click on it to attach it. From the Drop-down option identify what the file type is that you have uploaded.

6. Once you can see the file has been attached, click the **Save** button to save what you have uploaded.
7. Review your submission, click **Continue**

A confirmation page displays, click **Submit**

The Application Details page displays, confirming the file successfully submitted