



## Student User Guide

Last Update April 6, 2022

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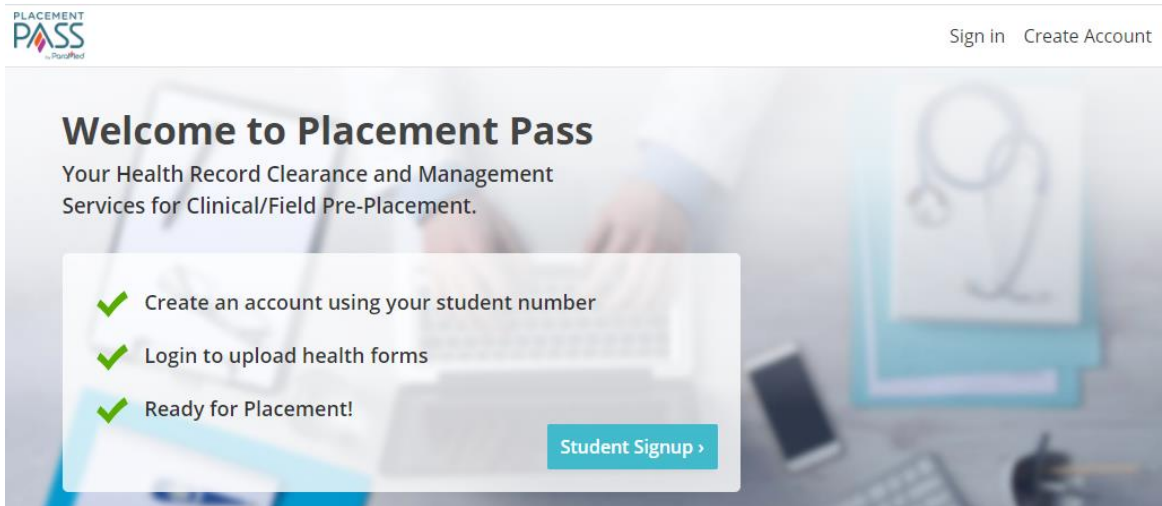
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# Student User Guide

## Creating Account

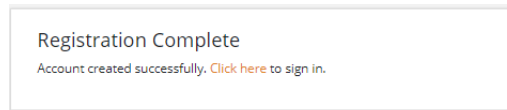
Before using Placement Pass for the first time, students must first sign up to the service and create a password.

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



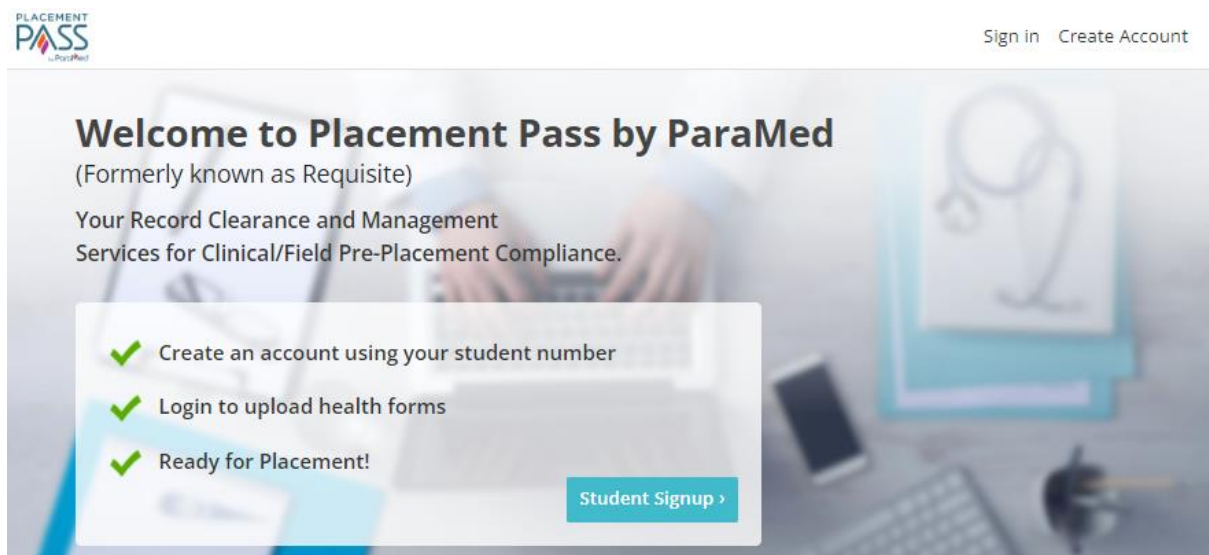
3. A pop up will appear advising that you require a Student Account ID and a College issued email address. If you have both pieces of information, continue to next step by Clicking on the **Continue** icon (Note, some colleges use Birthdate instead of Email address for student validation).
4. Enter in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

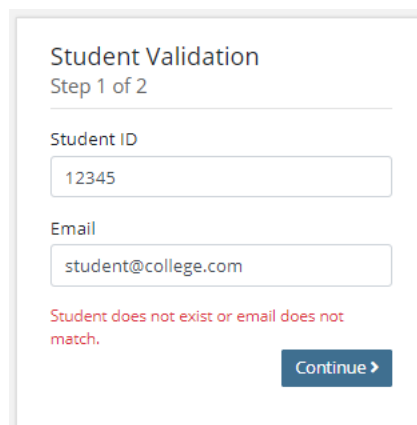


## Logging into the site

1. Enter your **Student ID** number and the **Password** you created to log into the site. From the home page, this is located at the top right menu bar.



2. 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.



Student Validation  
Step 1 of 2

Student ID

Email

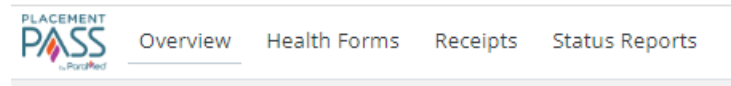
Student does not exist or email does not match.

[Continue >](#)

## Overview

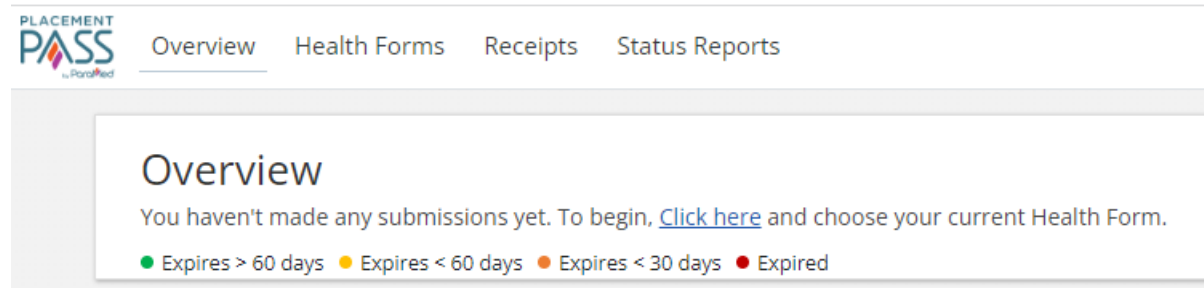
This is the home page that displays after login. Depending on where the student is at in their submission process, the page updates accordingly.

This page displays a summary of the health form requirements listing the date the requirement was last updated and associated expiry dates. This page can be accessed at any time by selecting the **Overview** page link in the top menu bar.



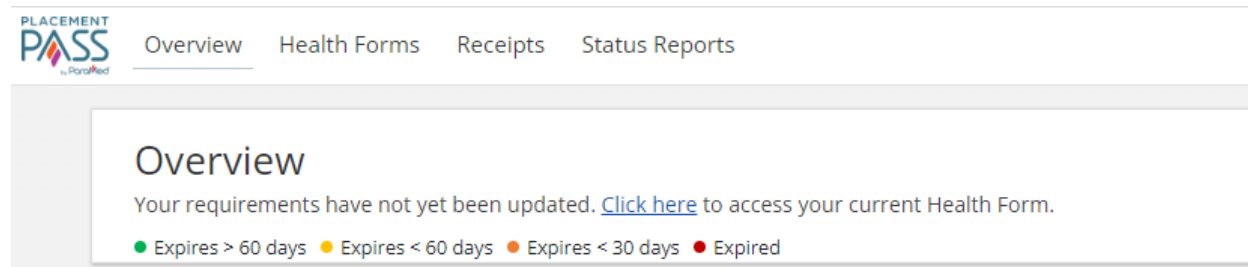
1. Students who have not yet submitted

Follow the prompts, **Click Here** to access the Health Form page, select the Current health form to submit (see [Health Forms](#))



2. Students who have submitted, waiting for update

Follow the prompts, **Click Here** to access the Health Form page, select the Current health form. (see [Health Forms](#))



3. Students who have a completed submission, after the nurse has reviewed documents

To view clearance status, click on **Status Report**, select most recent (see [Status Report](#))

Each coloured bullet represents the expiry or Temporary Exception date of submitted documentation. To maintain clearance status, students are expected to ensure all documents are valid for the duration of the program year.

- **Green** – indicates the expiry date is greater than 60 days, no immediate action required  
  - Expires > 60 days
- **Yellow** – indicates the date is expiring within 60 days, student needs to update requirement.  
  - Expires < 60 days
- **Orange** – indicates the date is expiring within 30 days. Immediate action required. Student needs to update requirement.  
  - Expires < 30 days
- **Red** – indicates the date has expired. Immediate action required. Student clearance status in jeopardy.  
  - Expired

Overview Health Forms Receipts Status Reports

### Overview

To view additional details on your requirements that are expiring, click on the [Status Report](#) tab in the top menu.

● Expires > 60 days ● Expires < 60 days ● Expires < 30 days ● Expired

Requirement	Last Updated	Expiration	Completion
MMR	<a href="#">Mar 08, 2022</a>		
TB Screening	<a href="#">Mar 09, 2022</a>	● <a href="#">Mar 23, 2022</a>	
Varicella	<a href="#">Mar 08, 2022</a>		
Tetanus/Diphtheria	<a href="#">Mar 10, 2022</a>	● <a href="#">Dec 26, 2024</a> Temporary Exception	
Pertussis (Tdap)	<a href="#">Mar 08, 2022</a>		
Polio	<a href="#">Mar 08, 2022</a>		
Hepatitis B	<a href="#">Mar 08, 2022</a>		
Influenza date 2	<a href="#">Mar 08, 2022</a>		Nov 19, 2021
COVID #1 Date Type:Pfizer-BioNTech	<a href="#">Mar 08, 2022</a>		May 6, 2021
COVID #2 Date Type:Pfizer-BioNTech	<a href="#">Mar 08, 2022</a>		Jun 21, 2021
COVID #3 date Type:Pfizer-BioNTech	<a href="#">Mar 08, 2022</a>		Dec 21, 2021
Emergency First Aid with CPR level BLS Certificate	<a href="#">Apr 01, 2022</a>	● <a href="#">Apr 15, 2022</a>	
Mask Fit Testing	<a href="#">Mar 09, 2022</a>	● <a href="#">May 25, 2022</a>	
VS and PIC (Vulnerable Sector and Police Check)	<a href="#">Mar 08, 2022</a>	● <a href="#">Jul 13, 2022</a>	
Child Abuse Registry Check	<a href="#">Mar 08, 2022</a>	● <a href="#">Jul 18, 2022</a>	
Adult Abuse Registry Check	<a href="#">Mar 08, 2022</a>	● <a href="#">Jul 18, 2022</a>	
WHMIS Certificate	<a href="#">Mar 08, 2022</a>		
PHIA Program Completion Certificate	<a href="#">Mar 08, 2022</a>	● <a href="#">Mar 1, 2023</a>	
Violence Protection Program (VPP) Certificate	<a href="#">Mar 08, 2022</a>		
Health Care Provider Signature	<a href="#">Mar 08, 2022</a>		
Health Form with Student Signature	<a href="#">Mar 08, 2022</a>		

Dates under the **Last Updated** column hyperlink to Health Form where document was submitted. (see [Health Forms](#))

Dates under **Expiry** column hyperlink to Health Form listing page (see [Health Forms](#))

## Health Forms

The Health Forms page in Placement Pass account displays the programs that are associated to your profile with the college/university. If your account shows multiple programs, select the current program with the level/ semester (some schools use level and others use semester) that matches your clearance due date.

1. Click **View Details** for your current program to access all information and activities related to that Health Form

The screenshot shows the Placement Pass interface with a navigation bar containing 'Overview', 'Health Forms', 'Receipts', and 'Status Reports'. The main content area is titled 'Current Health Forms' and displays two program cards. Each card has a title, a table with columns for 'Campuses', 'Programs', 'Levels', and 'Terms', and a 'View Details' button.

Campuses	Programs	Levels	Terms
Pembina	HCSW	Year 1	Winter 2022

Campuses	Programs	Levels	Terms
Pembina	MOA	Year 1	F21, Winter 2022

## Health Form Detail

The Health Form detail page is broken into 3 sections

- **Status** – Current status of Health Form including all communications and activity
- **Options** – All actions that can be taken
- **Requirements** – All requirements that are part of the Health Form. Full details are included in the PDF Health Form.

The screenshot shows the Health Form Detail page with three main sections: Status, Options, and Requirements.

**Status**  
We have received your message and will respond within the next two business days.  
Last updated 7 days ago, click 'Activity and Communications' to view details.  
[Activity and Communications](#)

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

**Requirements**  
These are the requirements that make up this semester's health form.  
MMR  
TB Screening  
Varicella  
Tetanus/Diphtheria  
Pertussis (Tdap)  
Polio  
Hepatitis B  
Influenza  
CPR Level C Certificate  
Mask Fit Testing  
Vulnerable Sector Police Check (Level 3)  
Health Care Provider Signature  
Health Form with Student Signature  
[View Requirement Details](#)

## Status

Status shows current messaging and activity for your submission. To view all of the activity and Placement Pass nurse communications click **Activity and Communications**. This is where users can view the answers to any questions posted to the Placement Pass nurse.

### Status

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

Last updated 7 days ago, click 'Activity and Communications' to view details.

[Activity and Communications](#) →

IEN Demo Mar 25, 2022, 12:19 PM	Question to Placement Pass nurse - no charge for questions
Nurse Mar 25, 2022, 1:04 PM	Placement Pass nurse response to student question
IEN Demo Mar 25, 2022, 2:59 PM	Submitted 3 files. <ul style="list-style-type: none"><li>1704I PN Internationally Educated Year 1 - 1704F and 1704I Internationally Educated Practical.pdf (346.7 KB)</li><li>Vulnerable Sector Police Check (Level 3) - S Jones Vulnerable Sector.txt (0B)</li><li>Hepatitis B - Hep B.txt (0B)</li></ul>

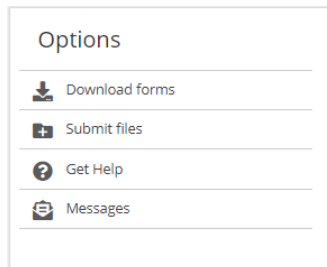


# Options

Options include all activities relating to your Health Form submission.

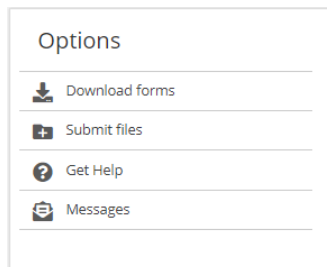
## Download Forms

1. Select Download forms to print a copy of the Health Form that needs to be filled out and signed by your Health Care Provider. Review the form and gather all necessary documentation as outlined in the form.

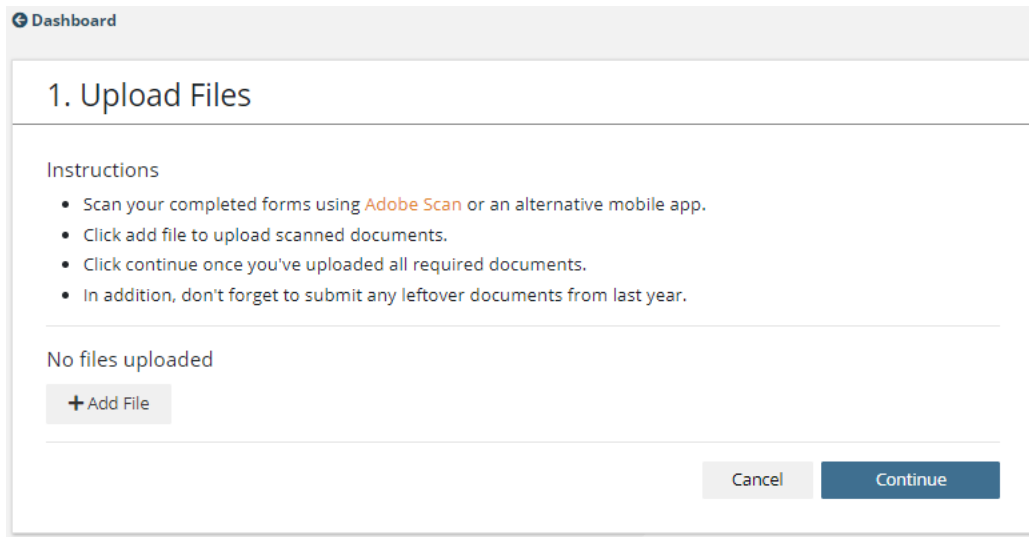


## Submit Files

2. Scan ALL documents you are required to submit. Adobe scan or an alternate free app (available in Google Play Store) can be utilized to complete the process.
3. Click **Submit Files**

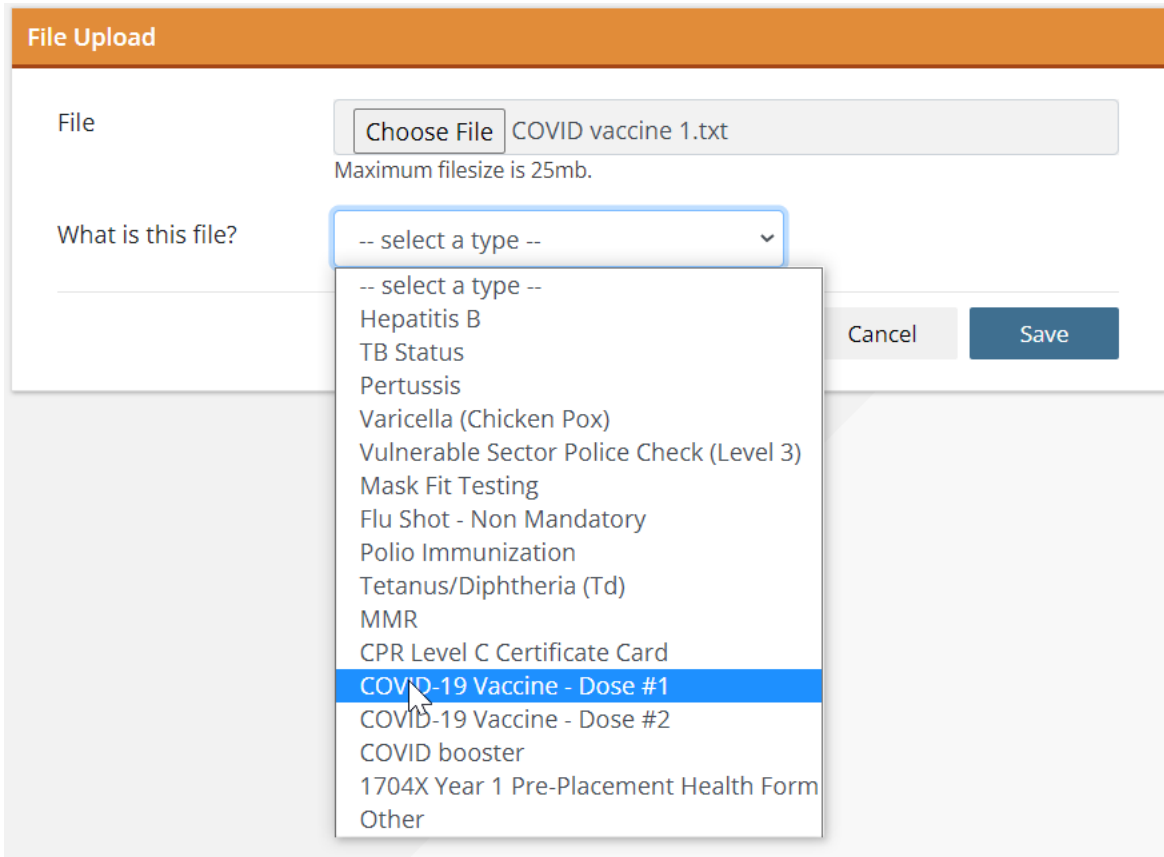


4. Click **Add File** icon to upload the files from your device.



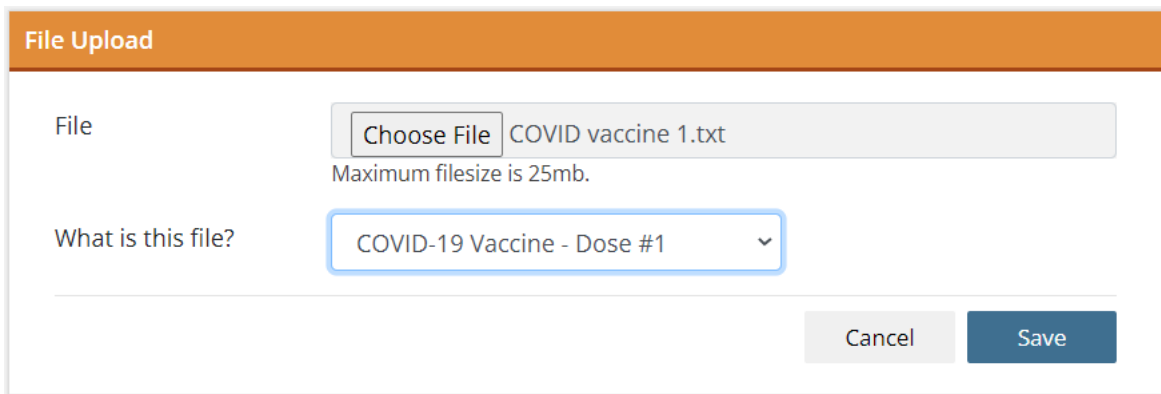
5. Select **Choose File** and locate the file you have scanned, click to attach. From the drop-down, identify the type of file you are uploading.

Note: There is no charge to submit proof of FLU or COVID-19 vaccination at any time. Ensure document is identified appropriately to avoid being charged for Vaccine submission.



The screenshot shows a 'File Upload' form with an orange header. The 'File' field contains a 'Choose File' button and the text 'COVID vaccine 1.txt', with a note below stating 'Maximum filesize is 25mb.'. The 'What is this file?' field has a dropdown menu open, displaying a list of file types. The option 'COVID-19 Vaccine - Dose #1' is highlighted in blue. Other options include Hepatitis B, TB Status, Pertussis, Varicella (Chicken Pox), Vulnerable Sector Police Check (Level 3), Mask Fit Testing, Flu Shot - Non Mandatory, Polio Immunization, Tetanus/Diphtheria (Td), MMR, CPR Level C Certificate Card, COVID-19 Vaccine - Dose #2, COVID booster, 1704X Year 1 Pre-Placement Health Form, and Other. 'Cancel' and 'Save' buttons are visible on the right side of the form.

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



This screenshot shows the same 'File Upload' form as the previous one, but the dropdown menu is now closed. The 'What is this file?' field now displays 'COVID-19 Vaccine - Dose #1'. The 'Cancel' and 'Save' buttons remain visible at the bottom right.

7. If the file was attached successfully, it will show under **Files**. Continue uploading all files following steps 4-6 for each file.

1. Upload Files

Instructions

- Scan your completed forms using **Adobe Scan** or an alternative mobile app.
- Click add file to upload scanned documents.
- Please do not submit one document at a time - gather all your documents and completed Pre-Placement Health Form and upload them together in once submission to avoid additional costs.

Files

TB Screening - S Jones Vulnerable Sector.txt (0B) ✕

+ Add File

Cancel Continue to Submit Documents

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 ParaMed Pass account, all documents in progress are saved. This will help ensure you have ALL documentation prior to completing your submission and processing payment.

**\*Ensure all documentation is attached 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 uploaded all the required files, click **Continue to Submit Documents** at the bottom right corner to proceed to the Payment page.

## Payment

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

2. Payment Info

File submission requires a one-time payment of **\$50.00**.  
Please note - Additional document submissions to the same health form will result in an additional charge

MasterCard American Express VISA VISA DEBIT

Credit Card Number

Expiry Date (MMYY)

CCV

Back Continue to Submit Documents

You can review your order before its final.

2. A final review page will pop up allowing you an opportunity to review your documents to ensure nothing is missed.

If you determine you have not uploaded a document, select **Back** to return to the upload page

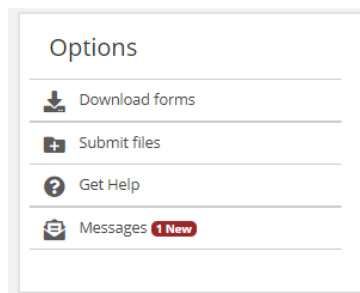
If you are satisfied that all necessary documents have been uploaded, click **Continue to Submit Documents** to submit your documents and complete the payment process

**\*Ensure that your documentation is complete prior to submitting payment. Subsequent submissions to the same health form are subject to a secondary fee.**

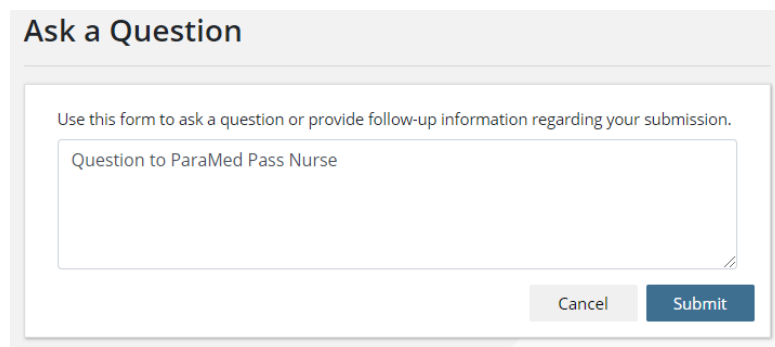
## Get Help/Ask a Question

At any time in the submission process, students can request help from the ParaMed Pass Nurse. There is no charge for this service. This ensures that all communication is associated with your ParaMed Pass Student account.

1. Under Options, click **Get Help**.



2. Type your message/question in the space provided, when complete click **Submit**.

A screenshot of a web application's 'Ask a Question' form. The form has a title 'Ask a Question' and a subtitle 'Use this form to ask a question or provide follow-up information regarding your submission.' Below the subtitle is a large text input field with the placeholder text 'Question to ParaMed Pass Nurse'. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.

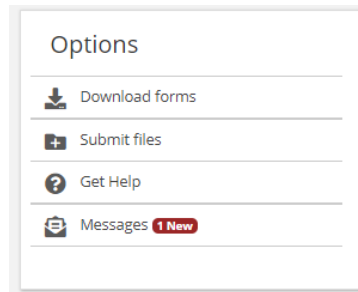
\*There are multiple locations on the site to communicate with the Placement Pass Nurse. Anywhere you see Get Help/Ask a Question your message will be sent to the Placement Pass Nurse

3. You will receive an email that the Nurse has responded to your message. Click on the link in the email message to view the response.

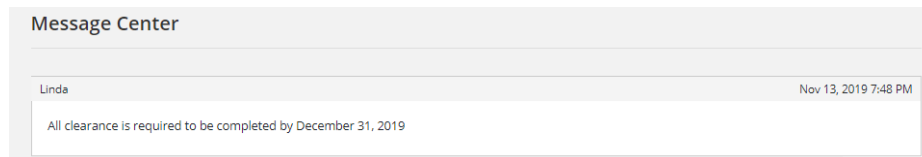
\*\*insert screen shot of Mail message

## Messages

1. Messages sent by either the Paramed Placement team or School staff are posted here. New messages are indicated in red.



2. Click to open the message. All new and previous messages are displayed in the Message center.



## Requirements

This box identifies which requirements are needed for your program. Full details are located in the Health Form.

1. Click **View Requirement Details** to view basic information regarding the requirements. For more detailed instructions regarding requirements, reference the Health Form.

## Requirements

These are the requirements that make up this semester's health form.

- CPR Level C Certificate Card
- Full Pre-Placement Health Form including signed Student Agreement
- Health Care Provider Signature
- Hepatitis B
- MMR
- Pertussis
- Polio Immunization
- Standard First Aid
- TB Status
- Tetanus/Diphtheria (Td)
- Varicella (Chicken Pox)
- Vulnerable Sector Police Check (Level 3)

[View Requirement Details](#)

2. To return to the previous page click **Dashboard**

Dashboard

## Requirements

These are the requirements that make up this semester's health form

- **CPR Level C Certificate Card**  
Card or E-document with expiry date
- **Full Pre-Placement Health Form including signed Student Agreement**  
Pre-Placement Health Form- upload all pages including the cover page, section A- medical requirements, Section B- Other Medical Requirements, completed Health Care Provider Signature and Identification page, Section C- Mandatory Non-Medical Requirements, Section D- Student Health Form Agreement signed by you the student
- **Health Care Provider Signature**  
Contact information and Signature for Health Care Provider who completed Health Form
- **Hepatitis B**  
Lab results and/or Immunization Record
- **MMR**  
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. Blood work results may also fill this requirement

## Receipts

Payment Receipts are available immediately after payment is received. Receipts can be accessed at any time on the Receipts page accessible in the top menu bar.

## Receipts

Order No	Date	PDF Download
13273787204693147424	2021-08-18 15:06:45	Download

## Status Reports

At Any point in the clearance process, you can bring up a printable **Status Report**, that can be presented to your School, Placement or Health Care Provider. The **Status Report** will show you if you have been cleared for placement, or alternatively detail any deficiencies for your submission.

1. To access the **Status Report** click on the link at the top menu bar

## Status Reports

Status Reports are a summarized list of your Health Form requirement statuses.

## 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.

### Sign in

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Student Number

Password

Remember Me **Submit**

[Forgot your password?](#)

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.

### Forgot Password

If you forgot your password then we'll attempt to email you instructions on how to reset it. If you don't receive the email then try looking in your spam folder

Email Address

Student Number

[Continue >](#)