



## Student User Guide

Last Update September 29, 2021

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# TABLE OF CONTENTS

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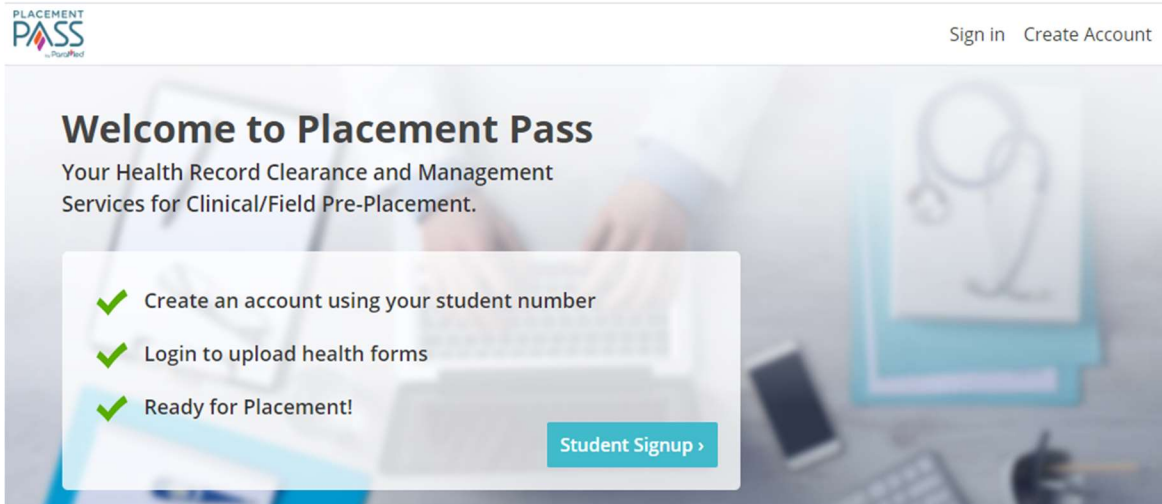
<b>Creating Account</b> .....	<b>3</b>
<b>Logging into the site</b> .....	<b>4</b>
<b>Health Forms</b> .....	<b>4</b>
<b>Options</b> .....	<b>5</b>
Download Forms .....	5
Submit Files.....	5
Payment.....	7
Get Help/Ask a Question.....	8
Messages .....	9
<b>Status</b> .....	<b>10</b>
<b>Requirements</b> .....	<b>11</b>
<b>Requirements Overview Screen</b> .....	<b>12</b>
<b>Receipts</b> .....	<b>12</b>
<b>Status Reports</b> .....	<b>12</b>
<b>Password</b> .....	<b>13</b>

# Student User Guide

## Creating Account

Before using ParaMed 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



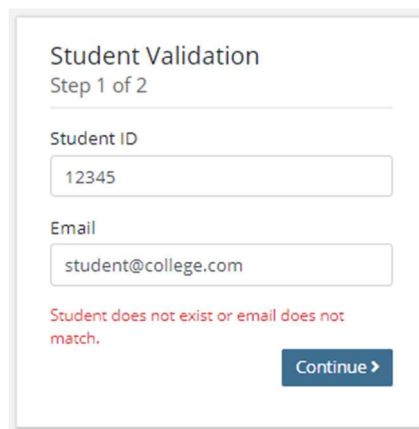
3. A pop up will appear advising that you require a Student Account ID and a College issued email address. If you have both pieces of information, continue to next step by Clicking on the **Continue** icon (Note some colleges use Birthdate instead of Email address for student validation).
4. Enter in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

A screenshot of a web form titled "Student Validation Step 1 of 2". It contains two input fields: "Student ID" with the value "12345" and "Email" with the value "student@college.com". Below the fields is a red error message: "Student does not exist or email does not match." and a blue "Continue >" button.

## Health Forms

The Home Page of your ParaMed 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

### Current Health Forms

Child and Youth Care - 0476X

[View Details](#)

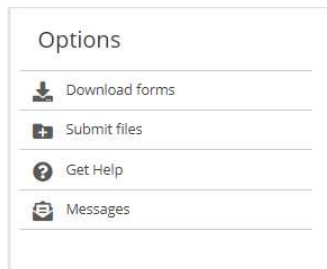
Campuses	Programs	Levels	Terms
Main Campus	0476X	Semester A01	Fall 2021

## Options

Options include all activities relating to your Health Form submission.

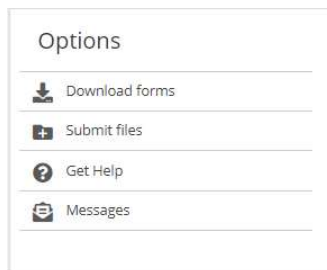
### Download Forms

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.

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](#)

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.

**File Upload**

File  COVID vaccine 1.txt  
Maximum filesize is 25mb.

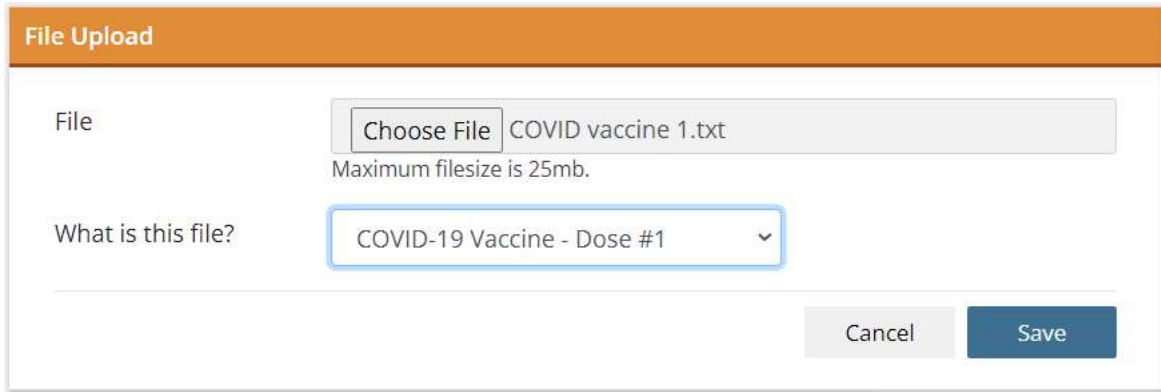
What is this file?

-- select a type --

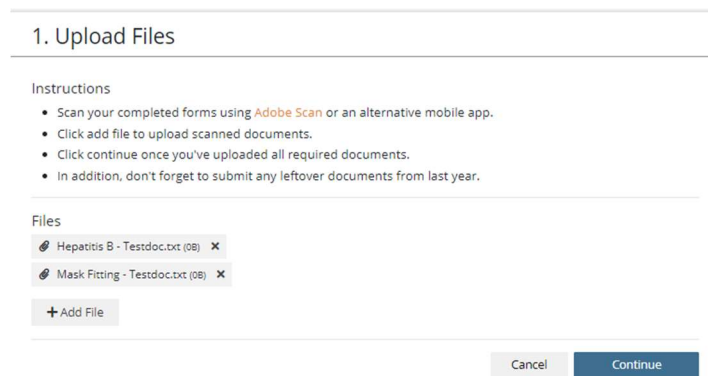
- select a type --
- Hepatitis B
- TB Status
- Pertussis
- Varicella (Chicken Pox)
- Vulnerable Sector Police Check (Level 3)
- Mask Fit Testing
- Flu Shot - Non Mandatory
- Polio Immunization
- Tetanus/Diphtheria (Td)
- MMR
- CPR Level C Certificate Card
- COVID-19 Vaccine - Dose #1**
- COVID-19 Vaccine - Dose #2
- COVID booster
- 1704X Year 1 Pre-Placement Health Form
- Other

[Cancel](#) [Save](#)

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



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



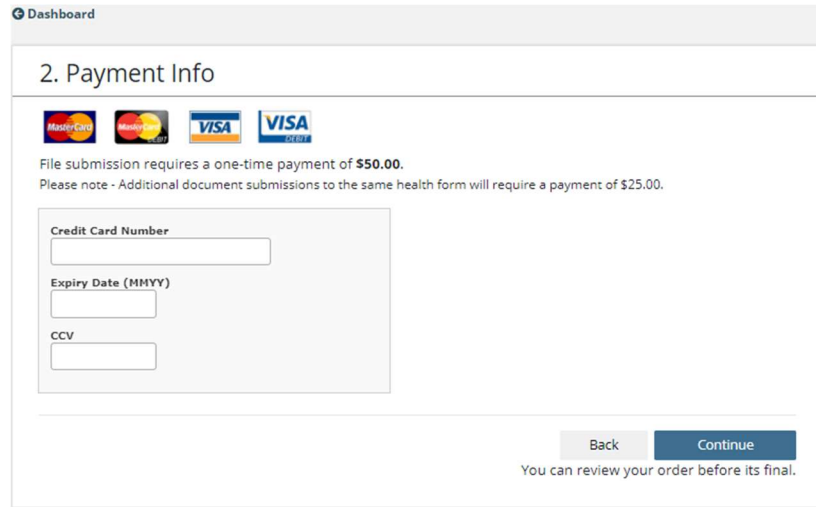
The Upload Files page saves as you go. Should you need to leave this page to locate other documents, when you log back into your ParaMed Pass account, all documents in progress are saved. This will help ensure you have ALL documentation prior to completing your submission and processing payment.

**\*Ensure all documentation is 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 uploaded all the required files, click the Continue icon in 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**.



Dashboard

## 2. Payment Info

File submission requires a one-time payment of **\$50.00**.  
 Please note - Additional document submissions to the same health form will require a payment of \$25.00.

Credit Card Number

Expiry Date (MMYY)

CCV

Back Continue

You can review your order before its final.

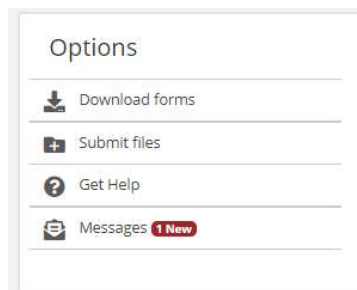
2. A final review page will pop up allowing you an opportunity to review your documents to ensure nothing is missed. If you determine you have not uploaded a document, select **Back** to return to the upload page. If you are satisfied that all necessary documents have been uploaded, click **Submit** 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**.



Options

- Download forms
- Submit files
- Get Help
- Messages **1 New**

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



### Ask a Question

Use this form to ask a question or provide follow-up information regarding your submission.

Question to Paramed Pass Nurse

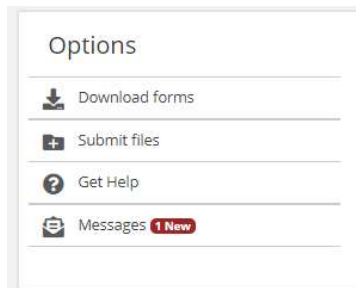
Cancel
Submit

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

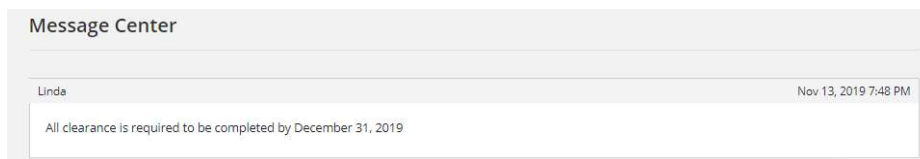
3. You will receive an email that the Nurse has responded to your message. Click on the link in the email message to view the response.  
\*\*insert screen shot of Mail message

## Messages

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



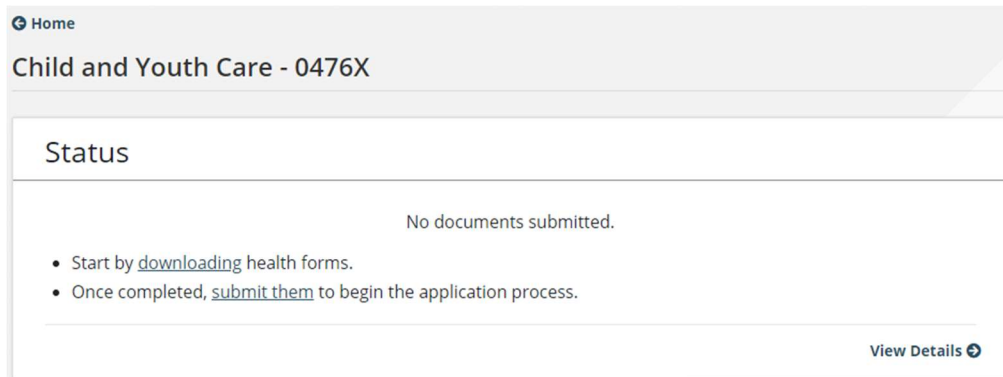
2. Click to open the message. All new and previous messages are displayed in the Message center.



## Status

Displays current clearance status. If no documents have been submitted, it will identify the next steps in the process.

1. View Details shows Health Form activities and submission history



The screenshot shows a web interface for 'Child and Youth Care - 0476X'. At the top left, there is a 'Home' button. Below the header, the title 'Child and Youth Care - 0476X' is displayed. The main content area is titled 'Status' and contains the message 'No documents submitted.' followed by two bullet points: 'Start by [downloading](#) health forms.' and 'Once completed, [submit them](#) to begin the application process.' At the bottom right of the status area, there is a 'View Details' button with an external link icon.

## 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

## Requirements Overview Screen

The Overview screen on the portal displays a summary of health form requirements listing the date the requirement was last updated and associated Expiry dates. This page can be accessed at any time in the Overview page in the top menu bar.

The screenshot shows the 'Overview' section of the PLACEMENT PASS portal. The navigation bar includes 'Health Forms', 'Overview' (selected), 'Receipts', and 'Status Reports'. A user profile 'Demo Student' is visible in the top right. The main content area is titled 'Overview' and contains a table of health requirements.

Requirement	Last Updated	Expiration
Hepatitis B	Mar 19, 2021	N/A
TB Status	Jul 13, 2021	July 30, 2022
Pertussis	Mar 19, 2021	N/A
Varicella (Chicken Pox)	Jul 13, 2021	N/A
Vulnerable Sector Police Check (Level 3)	Mar 19, 2021	December 30, 2021

## 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.

The screenshot shows the 'Receipts' section of the PLACEMENT PASS portal. The navigation bar includes 'Health Forms', 'Overview', 'Receipts' (selected), and 'Status Reports'. A breadcrumb trail shows 'Home / Receipts'. The main content area is titled 'Receipts' and contains a table with one receipt entry.

Order No	Date	PDF Download
13273787204693147424	2021-08-18 15:06:45	<a href="#">Download</a>

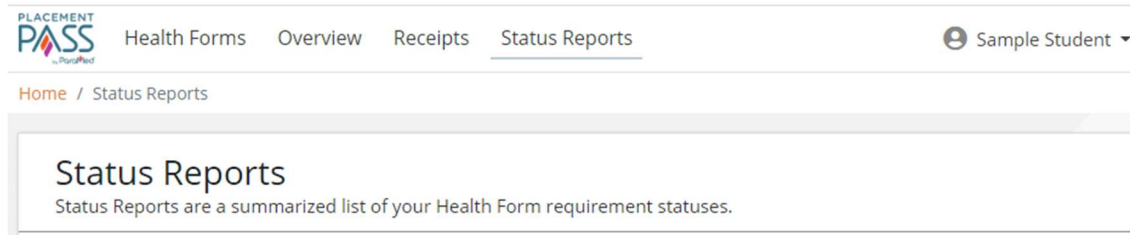
## Status Reports

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

Last Update: September 29, 2021

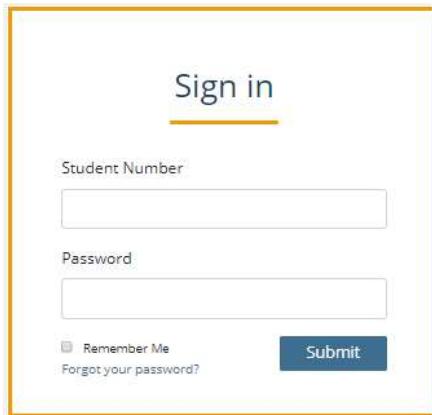
you if you have been cleared for placement, or alternatively detail any deficiencies for your submission.

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



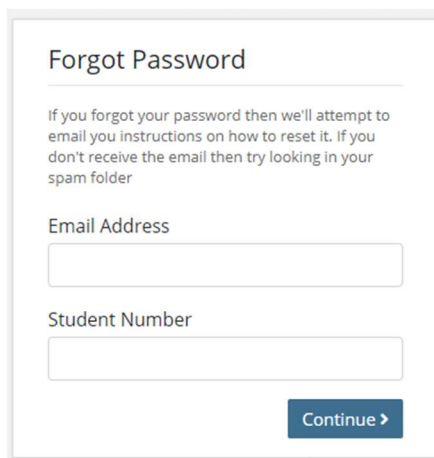
## Password

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.



The screenshot shows the 'Sign in' form. It includes a title 'Sign in' with a blue underline. Below the title are two input fields: 'Student Number' and 'Password'. There is a 'Remember Me' checkbox and a 'Forgot your password?' link. A blue 'Submit' button is located at the bottom right of the form.

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.



The screenshot shows the 'Forgot Password' form. It includes a title 'Forgot Password' with a blue underline. Below the title is a paragraph of text: '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'. There are two input fields: 'Email Address' and 'Student Number'. A blue 'Continue >' button is located at the bottom right of the form.