

Slot Request Overview for Clinical Sites

STEPS All

Your school partner uses Exxat STEPS to manage clinical education. You'll be able to easily access a slot request on our cloud-based system without a login to provide your school partner with slots. We hope you'll find STEPS improves efficiency and promotes clear communication in this endeavor.

Firewalls & Browsers

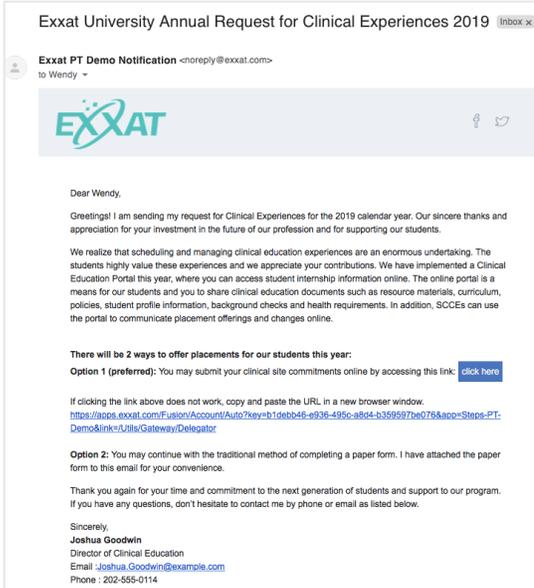
Your school partner will send you emails via Exxat. We ask that you follow these instructions and add us to your safe list or white list. If you have any difficulty understanding these instructions, consult your IT department at your site. If further clarification is needed, please email support@exxat.com.

1. Please ask your IT team to accept emails from "exxat.com" and "notifications@exxat.com" in order avoid this issue.
2. We also request that you unblock the exxat.com domain and the IP addresses given below so you can further ensure your ability to receive these emails:
3. Please ask your IT team to unblock these IP addresses:
 - a. 54.240.31.22
 - b. 54240.31.23
 - c. 137.117.11.51
 - d. 23.251.243.58
 - e. 23.251.243.59
 - f. Note: These IP addresses are subject to change in the future.

It is best if you use **Chrome, Safari, or Firefox** browsers. Internet Explorer is a very limited browser and some features may not display properly and/or may not save your slot offers.

Accessing the Slot Request

1. Your school partner will send their slot request email right to your inbox. A sample email has been provided below. Your school partner may have customized their email and included attachments so you may see some variation than what is shown here.



- After reading the email and viewing any attachments, you'll want to select the blue "click here" button in the email to begin the process. If clicking the button doesn't work, copy and paste the URL link in a new window.

click here

<https://apps.exxat.com/Fusion/Account/Auto?key=c97772f3-a706-45a5-990e-ff4fec0f5868&app=Wichita-State-University-PT&link=/Utils/Gateway/Delegator>

- You'll be taken to the slot request landing page. Here you'll find all the information you need from your school partner to offer slots. This page is also customizable by your school partner so you may see some variation of what is shown here.

Click here to add availability

Not sure yet? Request to be contacted at a later date

Indicate you have no availability for dates provided

Do You Have Slots To Offer For: 2023

Site Location	Slot Details	Notes/Requirements
TEST SITE 110 Naptune Global, 830146, New Hampshire(NH)	<div style="display: flex; justify-content: space-around; align-items: center;"> Offer Slot Maybe later No Offered Slot </div> <p style="font-size: small; text-align: center;">Please select a response.</p>	
Add Slots for New Location	<div style="display: flex; align-items: center;"> + Add Slot <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: small; text-align: center;">Don't see the site you need? Add a new location!</div> </div>	

Update Site Information

Click here to review and confirm

Clinical sites you are associated with

Provide updates for clinical sites

Confirm all responses

Schedule

Batch/ Session	Sequence(Dates)
DPT 950 - Clinical Practice IV - CO 23 Class of 2023	Sequence: 1 4/3/2023 - 6/16/2023 Duration: 11.0 Weeks
DPT 850 Clinical Practice II - CO 24 Class of 2024	Sequence: 1 6/6/2023 - 7/3/2023 Duration: 4.0 Weeks

Additional Information:
View additional program information on our public website here: www.exxat.com

Programs schedule of rotations

Additional information provided by the program

Completing the Slot Request

1. Select a slot response for each site location. The responses may vary by school partner. Select the correct response & follow the prompts as needed.

Site Location	Slot Details
Heartland Burn Center 3751 Motor AVE, Los Angeles, 90034, California(CA)	<div style="display: flex; justify-content: space-around; align-items: center;"> Offer Slots Maybe later No Slot to Offer </div> <p style="font-size: small; text-align: center;">Please select a response.</p>

2. If you would like to offer a slot for a location not listed above, click the Add Slot button. You can enter the details about the new location and proceed with offering a slot.

Add Slots for New Location

+ Add Slot

3. Be sure to also select the Update Site Information button to provide your school partners with updates to your site information, staff information, requirements and compliance documents.

Update Site Information

4. Once you are done providing your responses and updating your information, click the orange button to review and confirm your responses.

Click here to review and confirm

5. This is the final step before your responses will added into the system for your school partner to view. Review all your responses and click confirm. If at any point you need to make changes, utilize the link in the slot request email to navigate back to the slot request landing page.

The screenshot shows a web interface titled "Review And Confirm". At the top left is a "Back" button and at the top right is a "Confirm" button. Below the title is a section labeled "Offered Slots" which contains a table with the following data:

Site Name	Session(Sequence)	Dates	Slots
Wildflower Hospital 550 S. Park Blvd, Streamwood, Illinois(1)	Clinical Experience Two (1)	8/3/2020 - 10/30/2020	Acute Care(1)

Below the table, it says "Showing 1 to 1 of 1 entries". There are also sections for "Call Me Later" (with a "Date To Contact Again" field) and "No Slots" (with a "No Responses" message).

6. If you experience any technical issues when completing or submitting your slot request responses, please email support@exxat.com for assistance. For all other questions, please contact your school partner directly.