



Welcome to the School of Nursing

For reference, here is a generic copy of the welcome letter you received when you were admitted

Step 1: Access - Information Technology

- Please click on this link for your account access information: <https://it.loyno.edu/account-help/access-student-accounts>
- Use your **CWID** (Campus Wide Identification Number/Student ID). Keep it somewhere that you can easily refer to it in the future.

Step 2: Progression plan

- Get your progression plan from your academic advisor. Download your auto-registration form from the School of Nursing (SON) [Student Resources](#) page. Please complete the form and return to nursing@loyno.edu.

Step 2: Getting Set Up in EXXAT APPROVE

- All students (on-campus and online) must complete the following, as required by the Louisiana State Board of Nursing, in our management system **EXXAT**, including a background check, drug screening, and submission of all requested immunization records
- These requirements must be met **within 4 weeks of the start of your first class**. If you are not in compliance by the deadline, a registration hold will be applied to your account until you have met the requirements. This may and may prolong your scheduled graduation date.

Step 3: EXXAT /Approve

- You will be set up as a Loyola student in **EXXAT**. This program will be used to track your LSBN requirements as well as to set up and track your practicums.
- An email from **EXXAT** will be sent to your Loyola email address to complete your account set up. If you have not received it, please check your SPAM folder.
- When the email arrives, follow the instructions to set up your account and submit your documents.
- There is a fee for this service that is not included in your tuition or course fees.

Step 4: Obtain a Loyola Student ID

- In order to obtain a Loyola student ID, you will need to email parking@loyno.edu with the following information:
- Your name and CWID.
- Your current, valid mailing address.
- A good quality headshot taken against a plain background.

We are excited to have you with us! If you have any questions or concerns, please feel free to reach out by phone or email. Here is our contact information:

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|--|--------------------|--|--------------|
| Academic Advisor | Hayley Everitt | heeverit@loyno.edu | 504-865-3202 |
| Practicum Coordinator | Kelly Bell-LeBoeuf | kbleboeu@loyno.edu | 504-865-2647 |
| Office & Compliance Manager | Jen Brackett | brackett@loyno.edu | 504-865-2643 |

Sincerely,

Loyola University New Orleans
School of Nursing