

Using the 'Wishlist' feature in Prism to make your placement requests

STEP 1. Go to your DASHBOARD and click on **SUBMIT PREFERENCES** for upcoming practicum

The screenshot shows the Prism dashboard for a student named Mock Student2. The top navigation bar includes a hamburger menu, the word 'Dashboard', and several utility buttons: a notification bell with 3 items, a 'Chat' button, an 'Ask Leo' button, and the user's name and school. The main content area is divided into several sections:

- Profile Section:** Displays the student's name, cohort, and contact information. It also shows 'My Experiential Progress' and a link to 'View Learning Activities'.
- My Placements Section:** A calendar view showing that no placements have been assigned yet.
- My Coursework Section:** A list of coursework items with a 'View All Coursework' button.
- Pre-placement Tasks Section:** This section is circled in red. It shows a progress indicator for '0/1 Requirements Completed' and a list of tasks. The task 'mock 25FA FNP (04/01/2025 - 08/01/2025)' is highlighted, and the 'Submit Preferences' button is visible.
- Announcements Section:** Displays a recent announcement about contact information approval.
- School Resources Section:** Includes links to 'School Resources', 'Explore Clinical Locations', and 'School Contacts'.

STEP 2. Complete all required information fields

← NURS-G823: Fam Primary Care Management I | mock.25FA FNP [04/01/2025 - 08/01/2025]

You have unsaved changes! Please review and submit your response to ensure your updates are saved. [RESET](#)

Location Details

Agency Name*

Agency Address Line 1*

Agency Address Line 2

City*

Zip code* ?

State*

Contact Person Information (i.e., Student Clinical Placement Coordinator, Contract or Practice Administrator)

Contact name*

Contact Title*

Contact Email

Contact Phone No :

Authorized Legal Signor(s) on Agreement:

Title

Name:

Are any of these Site Locations your place of employment?*

Notes from Student :

Preceptor Information

STEP 3. Upload all required documents:

- Preceptor CV
- Preceptor license (if NP you must upload NURSYS pdf)
- Preceptor agreement or Facilitator agreement for Scholarly project practicums (forms found on SON [Student Resources](#) page)

Upload Documents

Preceptor CV*

No Files Uploaded

Browse to upload

Max. File Size: 25 MB

Supported Formats: .pdf, .doc, .docx, .jpg, .jpeg, .png, .docx, .xlsx

You can only upload files with file size under 25 MB.

We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

Preceptor's License

(Student Must upload PDF of Full Report from NURSYS website)*

No Files Uploaded

Browse to upload

Max. File Size: 25 MB

Supported Formats: .pdf, .doc, .docx, .jpg, .jpeg, .png, .docx, .xlsx

You can only upload files with file size under 25 MB.

We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

License Expiration Date*

MM/DD/YYYY

MM/DD/YYYY

Preceptor Agreement*

No Files Uploaded

STEP 4. (Optional) If you have a Standard Loyola AA signed by the facility you may upload here

AA Document

If you are entering a new site and have secured a signature on our Standard Loyola Affiliation Agreement (found on the SON Resources page) please UPLOAD here for processing. If your site has expired, or will expire before the end of your clinical rotation please initiate a new Standard Loyola AA with the site following the same process.

No Files Uploaded



Browse to upload

Max. File Size: 25 MB

Supported Formats: .pdf, .doc, .docx, .jpg, .jpeg, .png, .docx, .xlsx

You can only upload files with file size under 25 MB.

We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

Jen Brackett

Clinical Practicum Coordinator

Technical Advisor for Exxat/Prism

SON & Clinical compliance

Affiliation Agreements

504-865- 2643

brackett@loyno.edu

Program Directors:

FNP/DNP - Melissa LeBrun - mplebrun@loyno.edu

CNM - Lillian Funke - lcfunke@loyno.edu

AGAC - Cathy McAtee - ccmcatee@loyno.edu