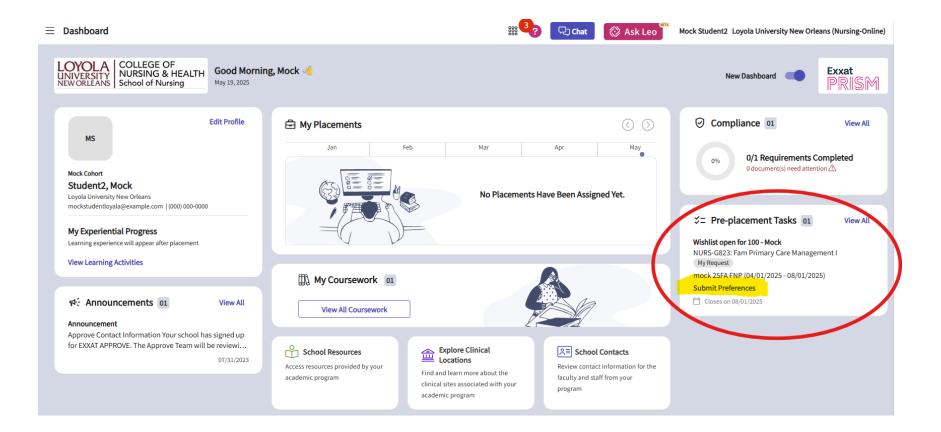
# Using the 'Wishlist' feature in Prism to make your placement requests

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

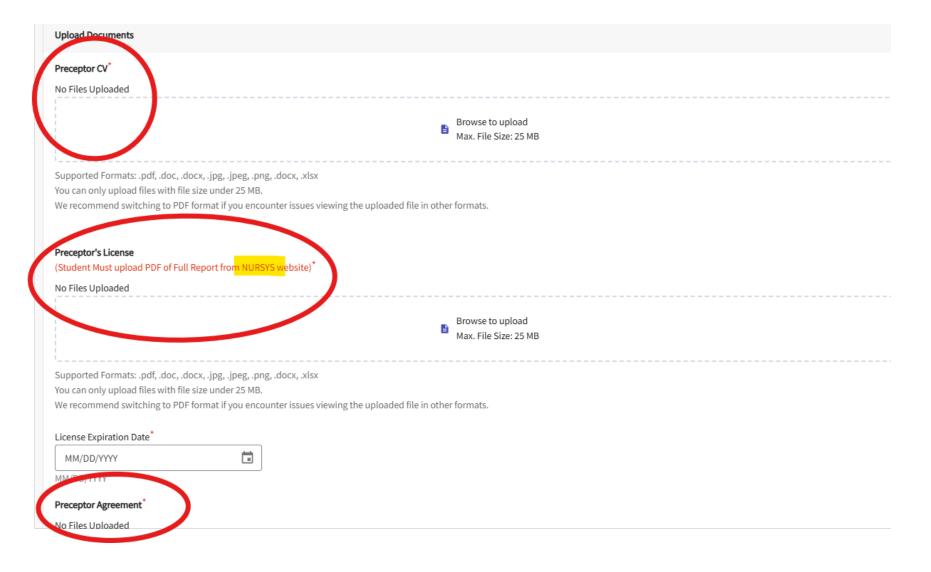


## STEP 2. Complete all required information fields

	You have unsaved	l changes! Please review and submit your response to ensure your updates are saved.	RE
ocation Details			
gency Name*	Agency Address Line 1*	Agency Address Line 2	
ity*	Zip code <sup>*</sup> ⑦	State	
			*
ontact Person Information (i.e., Student Clinic	al Placement Coordinator, Contract or Practice Adminstrator)		
ontact name <sup>*</sup>	Contact Title*	Contact Email	
Contact Phone No :			
uthorized Legal Signor(s) on Agreement:	Name:	Are any of these Site Locations your place of employment?*	
		Yes	*
lotes from Student :			

#### **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)



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

A Document fy 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 /ou 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

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