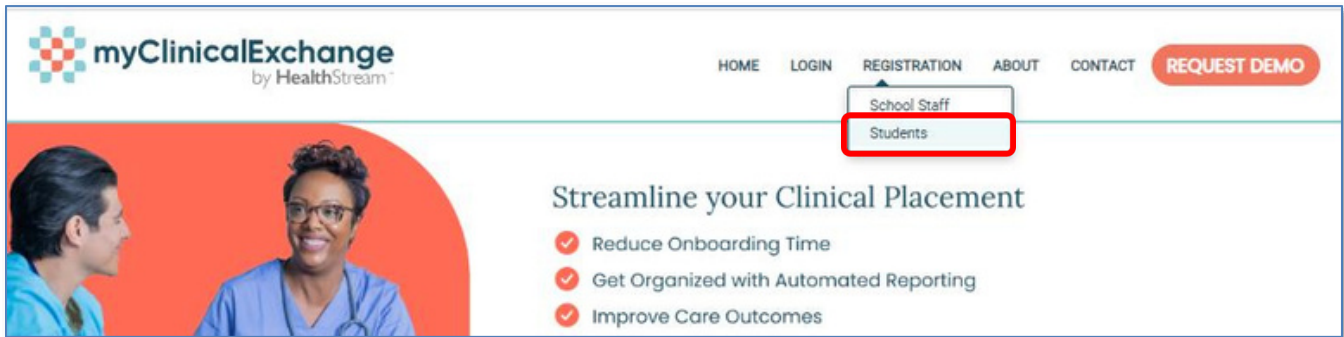


Student Registration and Payment

Before proceeding with the steps provided in this document, please confirm with your Academic Coordinator that students will be responsible for the subscription fee of their own myClinicalExchange account. If your Coordinator states that another party will be responsible for the fee, *do not follow the steps in this document*. Instead, please encourage your Coordinator to contact mCESupport@healthstream.com for additional guidance.

1. Please navigate to <https://www.myclinicalexchange.com/MainPage.aspx> by either following this link or copy/pasting it into your web browser. **Please register from your computer and not from a cell phone. Chrome is recommended**
2. In the upper right corner of the homepage, click **Registration>Students** from the drop-down menu.



3. Click **New Registration**.



4. Complete Step 1 of 3

1. Select School State
2. Select School
3. Select Program
4. Enter school-provided email address*
5. Enter displayed Security Code
6. Click Continue

* The system will send a validation code to the email address. You may use a personal e-mail address if your School does not issue school-based e-mail addresses.

Upon clicking **Continue**, a validation code will be sent to your email from donotreply@myclinicalexchange.com. Please check your inbox for the validation code. If you do not see your validation code in your inbox, check your junk or spam folder. If you cannot locate the email:

- Click **Resend Validation code**.
- If the email is not in your inbox, junk, or spam folder, reach out to your IT department to allow-list @myclinicalexchange.com

5. Complete Step 2 of 3:

Step 2 of 3

A validation code was sent to your email. Enter the validation code to continue or resend validation code.

Email

Enter Validation Code

Enter Security Code

5 5 8 0

For security, please enter the numbers from the image above.

Back Continue

1. Email will populate with your email address
2. Enter the Validation Code that you received via email
3. Enter displayed Security Code
4. Click Continue

6. Complete Step 3 of 3 which contains five sections of information.

Step 3 of 3

Demographic Information

- Complete Section 1: Demographic Information
 - I. **First Name:** Your legal first name.
 - II. **Last Name:** Your legal last name.
 - III. **Date of Birth:** Your date of birth (no one under the age of 13 is allowed to register)
 - IV. **Gender:** Select from drop-down
 - V. **SSN:** Your full social security number with no dashes. If you do not have an SSN check the box next to "I don't have a SSN."
 - VI. **Address:** Your physical place of residence.
 - VII. **City:** The city in which you reside.
 - VIII. **State:** The state in which you reside.
 - IX. **Zip:** Enter the zip code associated to your address.
 - X. **Mobile:** The best contact number at which you can be reached.

- Complete Section 2: School Enrollment Details
 - I. **School State:** Please select the state your Academic Institution is located in. This is not a required area. However, it does assist in the data filtering process.
 - II. **School:** Select the name of your Academic Institution.
 - III. **Program:** Select the program you in which you are enrolled at your Academic Institution. Please confirm with your academic coordinator the program in which you should be enrolled.
 - IV. **Planned Graduation:** Select the Month and the Year.
 - **Month:** Select the month of graduation
 - **Year:** Enter the year of graduation

- Complete Section 3: Communication Consent
 - I. **Open to be contacted for job opportunities?:** Select your preference.

- Complete Section 4: Emergency Contact Person
 - I. **Name:** Enter your Emergency Contact's first and last name.
 - II. **Relationship:** Enter their relationship to you.
 - III. **Phone:** The best contact number they can be reached at.

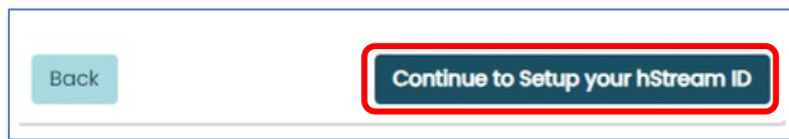
- Complete Section 5: Login Details
 - I. **Login ID:** The email you entered at the beginning of this process will populate in this area.
 - II. **Password:** Enter in your password. Note that the password requirements are a minimum of 8 characters, at least one letter (upper & lower case), number, special character. Special characters include the characters above 1-8 on your keyboard: !, @, #, \$, %, ^, &, *
 - III. **Confirm Password:** Re-enter your password.

- Complete **Terms of Service:** You must agree to the terms of service to proceed and complete your registration.

7. Scroll up to the top of the form and scroll through the completed form to be sure that all required fields have been completed. Typical fields to double-check include:

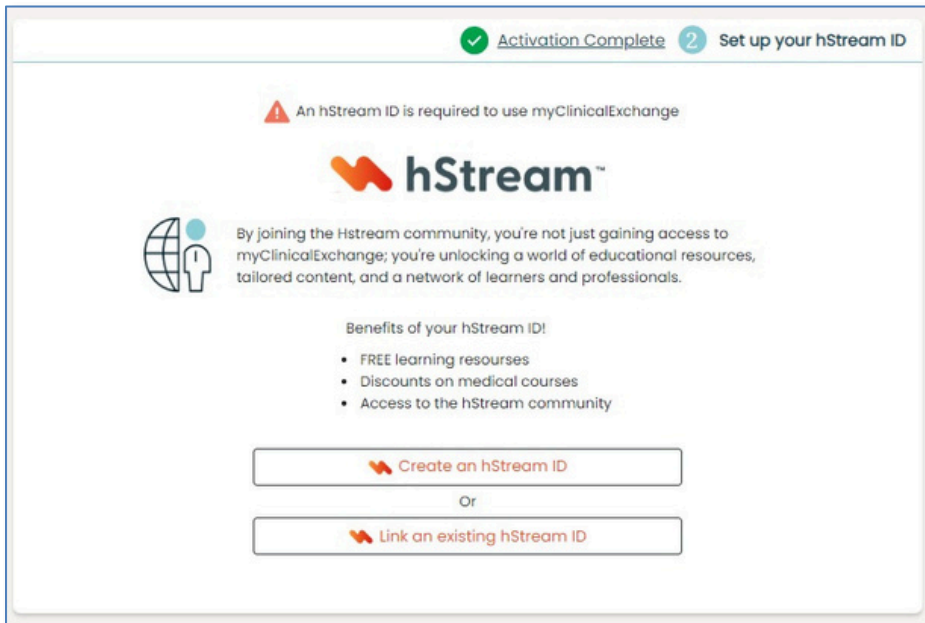
- Planned Graduation Year: Be sure that the year has been entered
- Mobile phone number
- All fields with a *

8. Click **Continue to Setup your hStream ID** to complete the Activation of your profile.



- If you cannot proceed, review the form to ensure that all required fields have been completed.

9. Your Activation is now complete. Now, the last step: **Set up your hStream ID**



10. Click **Create an hStream ID** to proceed.

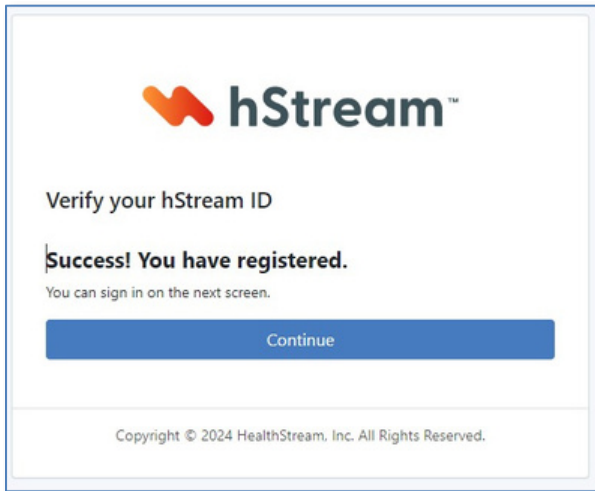
- If you already have an hStream ID, click **Link an existing hStream ID**.

11. Create your hStream ID

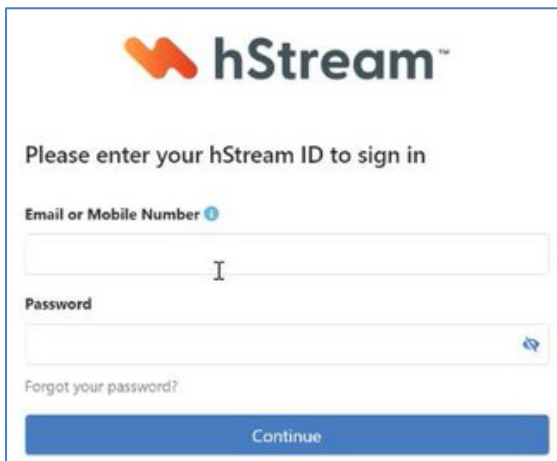
- Enter hStream ID information:
 - First Name
 - Last Name
 - Email (personal email address is recommended for your hStream ID)
 - Password
 - Confirm Password
 - Review and check the box next to "I agree with the terms of use."
- Click **Continue**

12. Verify your hStream ID
 - a. A verification code is sent to your hStream ID email address.
 - b. Enter the Verification Code
 - c. Click **Continue**

You will see a Success! You have registered notification

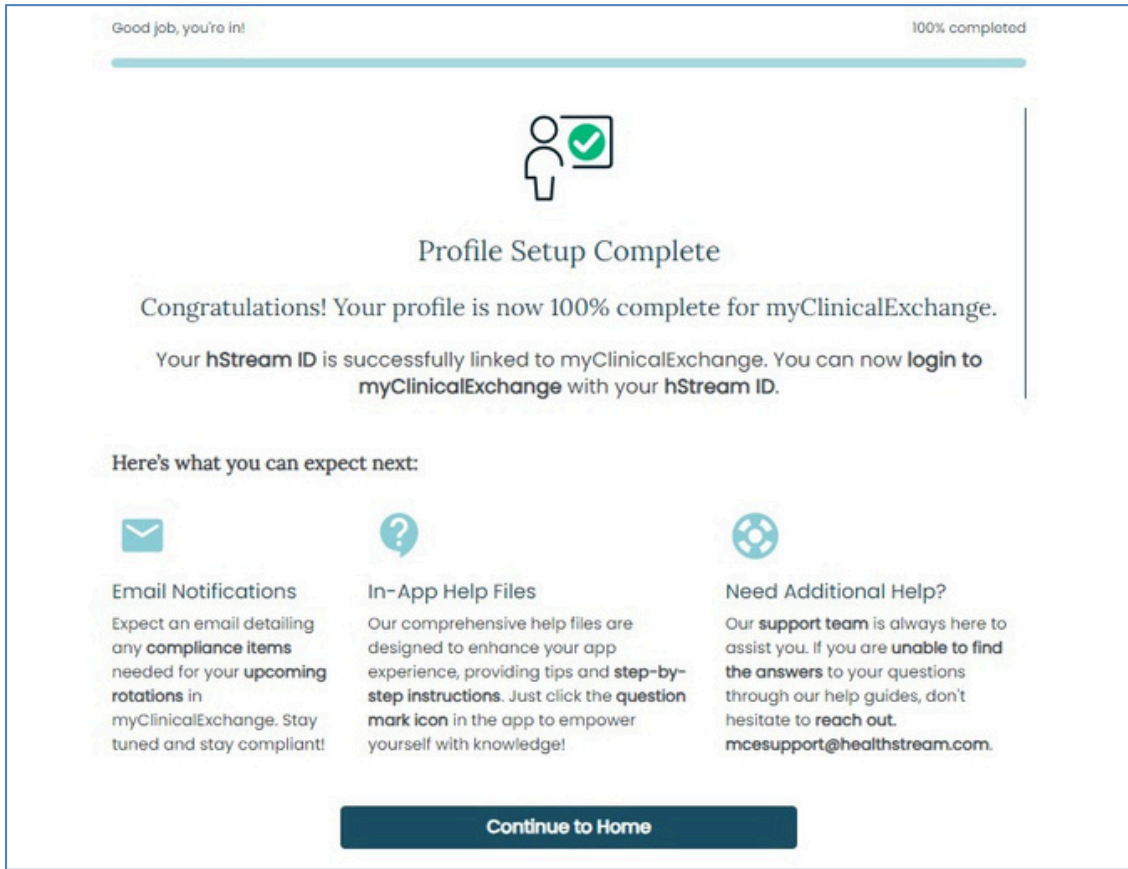


13. Click **Continue**.
14. You will be prompted to log in to hStream with your newly created hStream ID credentials



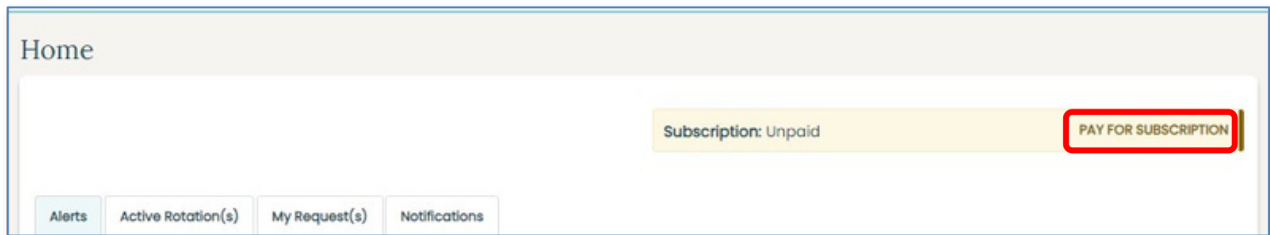
- a. Enter your hStream ID email address
- b. Enter the password you just created for your hStream ID
- c. Click **Continue**

You will now see **Profile Setup Complete!**



15. Click “Continue to Home”

16. Once you are logged completely into your account, you will see an option to **Pay for Subscription**.



17. Click **Pay for Subscription**

18. Choose the subscription length

19. Select the payment option of your choice (PayPal, Pay Later, Debit or Credit Card)

20. Enter your payment information.

21. You will be sent a receipt from PayPal. Please keep this for your records.

You have now registered and paid for your myClinicalExchange account. You can let your coordinator know that you are ready to be scheduled to your rotation.

FAQs

I was not able to complete my registration. How do I proceed?

Go to <https://myclinicaexchange.com/mceRegisterMainPage.aspx>

Click “Complete Registration”

I was able to complete my registration but did not complete my hStream ID creation. How do I proceed?

Go to <https://myclinicaexchange.com/studentlogin>

Click “Activate Account”

How do I add my mobile number to my hStream account?

Check your email for your “This is your hStream ID” notification. Click **manage your account**. Log in to hStream with your hStream credentials. You’ll be prompted to add your mobile phone number. This allows you to receive password resets for hStream via your mobile phone number.

For all other inquires: E-mail mCESupport@healthstream.com. Please provide your name, the email address associated to your account, your school, and a brief description of the issue you’re experiencing. Include screenshots where applicable.