

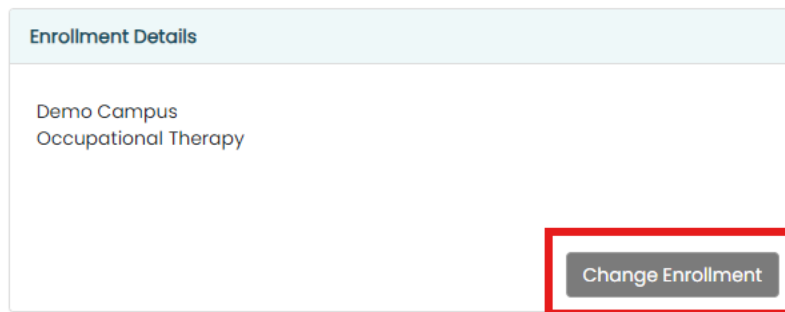
How to Update your School Registration

Use these instructions if you completed your registration under the wrong School and you need to update your account to the correct School.

- 1.) Log into your myClinicalExchange account.
 - a. If you do not have an myClinicalExchange account yet, please close these directions and follow the “Register and Login” instructions. Once your account is created, you may then follow these instructions for dual enrollment.
- 2.) At the top left menu, click on **Account Settings**



- 3.) On the right side, under enrollment details, you will see your current enrollment at your School. Select **Change Enrollment**.



- 4.) You will be presented with a set of options. For dual enrollment, choose “I registered my account under the wrong school” and then click **Next**.
- 5.) **Step 1:**
 - a. **Which is the wrong school?:** Select the school that you are incorrectly enrolled in
 - b. **Which is the correct school?:** Select the state first. The school drop-down will not populate without the “Pick Correct State” being selected. Then, choose your school under “Pick Correct School.” Click **Next**
- 6.) **Step 2:**
 - a. **Program:** Select the program you are enrolled in for the correct school. This is required.
 - b. **Degree** and **Cohort** may be entered, but these are NOT required
- 7.) Click **Submit** when all fields are selected. If everything has been properly completed, you’ll receive a confirmation screen.
 - a. If there are any errors on the page, the platform will note which fields are missing below that field. Complete this and click **Submit** again.
- 8.) Return to your **Account Settings** menu to see your new enrollment listed. Your old registration will be gone and your new registration/school will be listed. Your new/correct School will now be able to access your myClinicalExchange account to assign you to rotations.