

**BridgesEXP™**  
powered by **self.me**

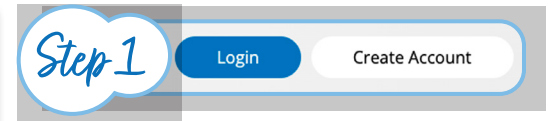
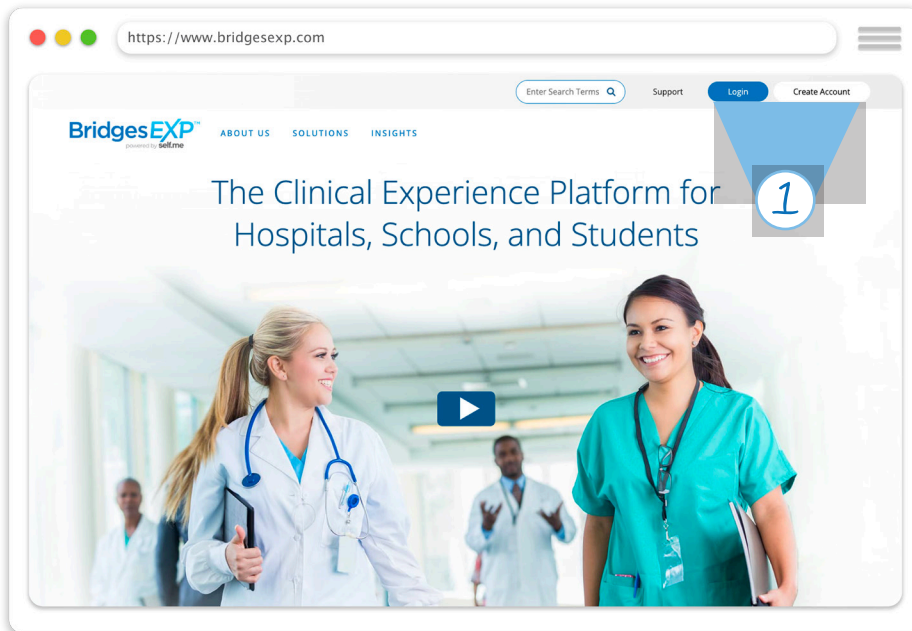
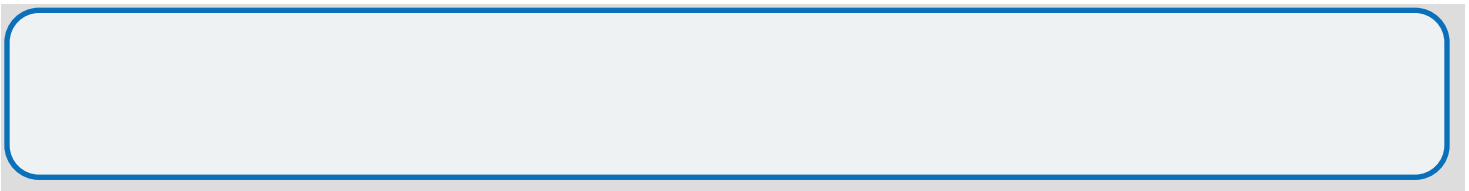
# **STUDENTS GUIDE**

Placing An Order & Completing  
Clinical Requirements



## WELCOME TO BRIDGES EXP™!

Bridges EXP™ is a platform designed to help you **manage your clinical education experience**. Getting up and running **takes a few minutes** once your account is activated. To begin, visit [www.bridgesexp.com](http://www.bridgesexp.com).



### NEW USERS:

#### SET UP YOUR BRIDGES EXP™ PROFILE

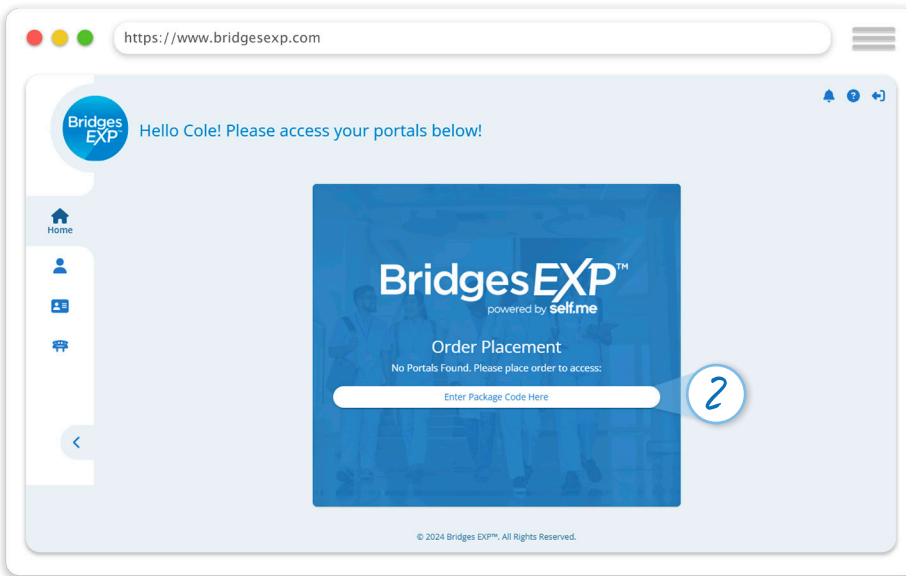
Select **“Create Account”** in the top right menu of the home page and follow the on-screen prompts to create your **Bridges EXP™** account with multifactor authentication. Enter the required information to finish setting up your **Bridges EXP™** Profile.



**EXISTING USERS:** Select **“Login”** in the top menu of the home page and enter your **Bridges EXP™** username and password. Once in your account, on the left menu, locate and select the **“Account”** tab. Under **Order Details**, type in the package code and select **“Submit.”** On the next screen, enter the required information to submit your **Bridges EXP™** order.

#### PLACE YOUR ORDER

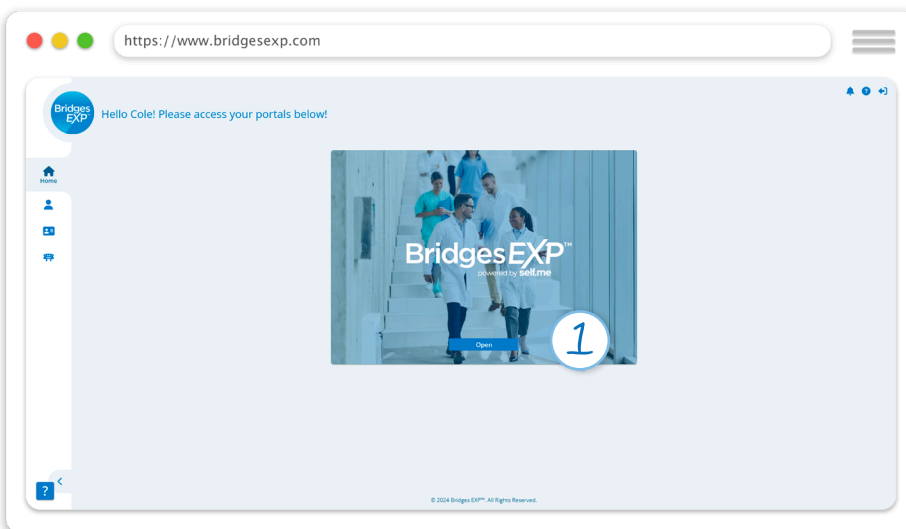
Congratulations, you have created your **Bridges EXP™** account! Next, you will need to place your **Bridges EXP™** order by entering the package code into the **Order Placement** tile. Type in the package code and select “**Submit.**” On the next screen, enter the required information to submit your **Bridges EXP™** order.




*Step 2* Enter Package Code Here

#### ACCESS YOUR BRIDGES EXP™ ACCOUNT


Log into **Bridges EXP™**. A new tile for **Bridges EXP™** will be available on your home screen. Select “**Open**” on the **Bridges EXP™** tile and follow the on-screen prompts to complete your **eSignature** and **Terms of Use agreements**. You’ve successfully set up your **Bridges EXP™** account!



*Step 1* Open

*Step 2*  **NEW MESSAGE!**

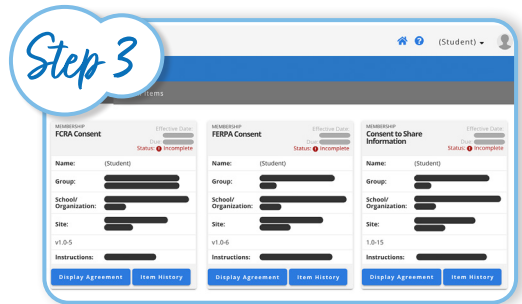
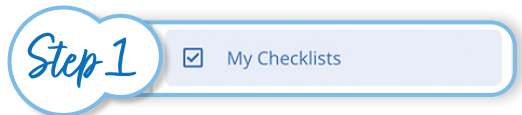
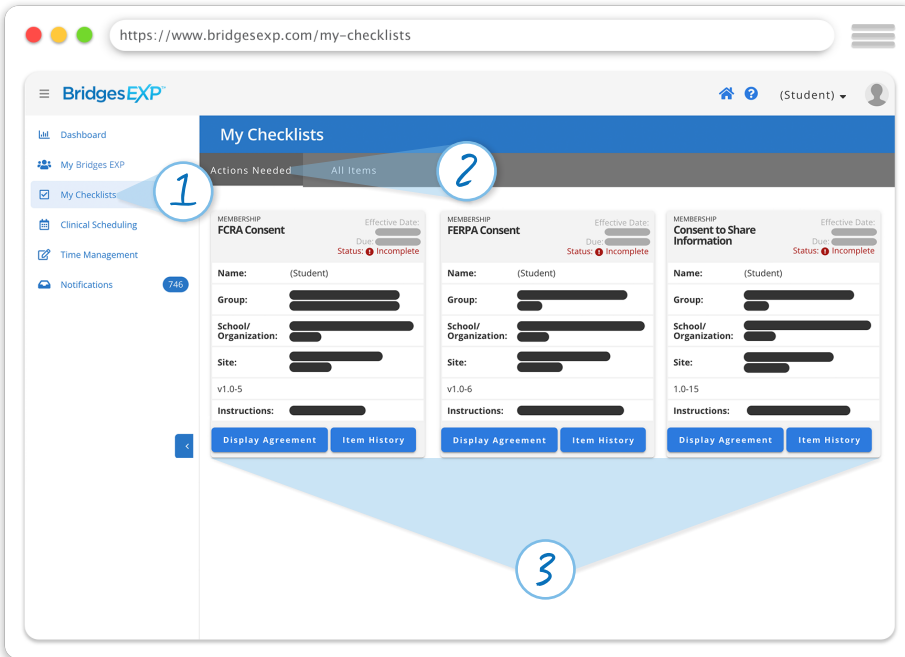
Wait for an **email notification** to complete your school’s checklist.

 **Didn’t receive your school’s checklist?**  
Please contact your school’s coordinator.

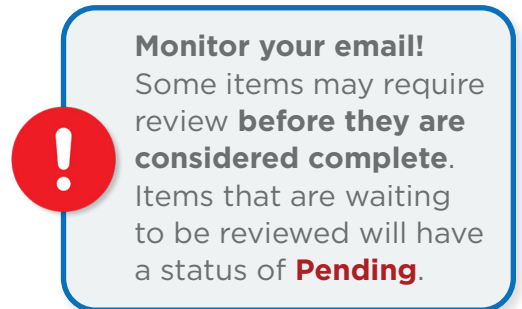
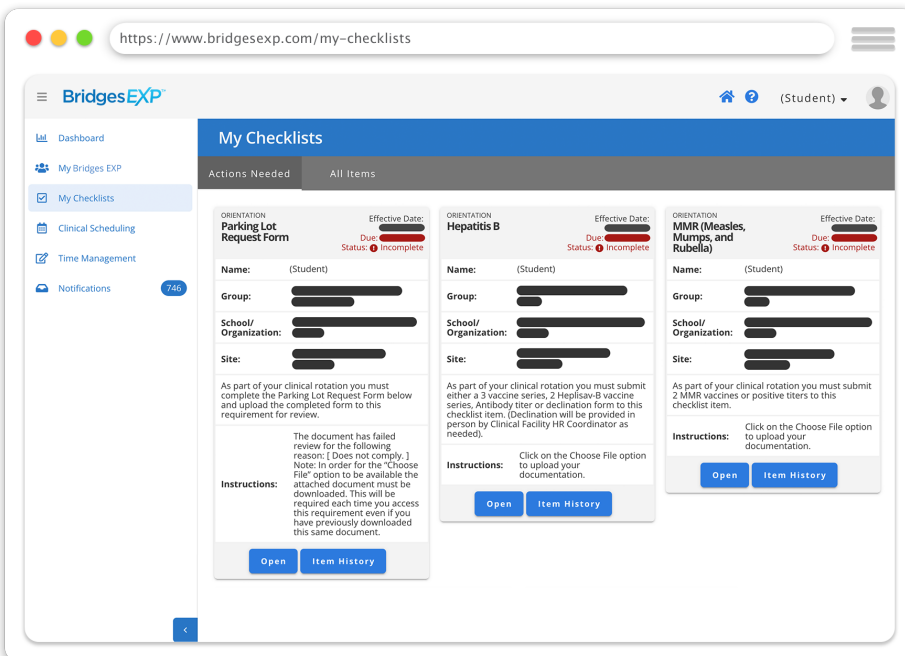
### BEGIN YOUR CHECKLIST

Once you receive an email notification that a new checklist has been added, select **“Open”** on the **Bridges EXP™** tile on your home screen. Select **“My Checklists”** from the panel on the left and ensure you are viewing the **“Actions Needed”** tab. Your **Membership Requirements** will display and you will need to **review and sign** the following items:

- FCRA (Fair Credit Reporting Act) Consent
- FERPA Consent
- Consent to Share Information

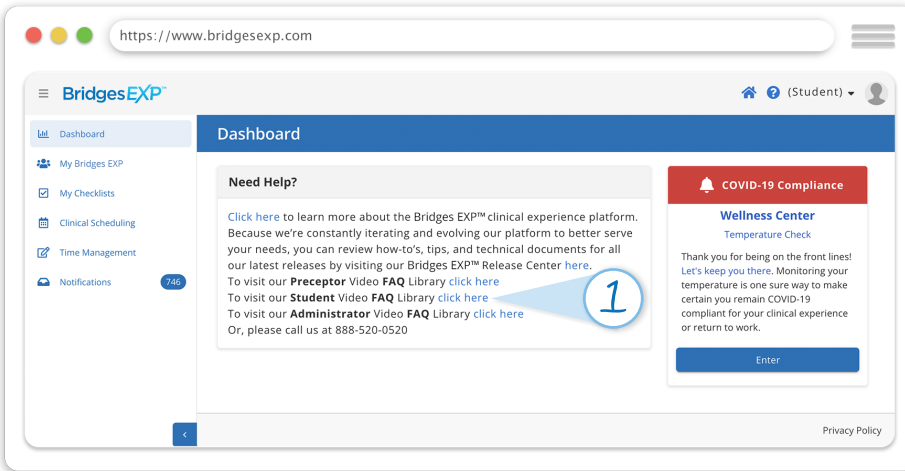


Once your **Membership Requirements** are completed, your **Clinical Requirements** will populate in the **“Actions Needed”** tab. Please **complete all items** that appear in this list as this is the last step in **accepting your membership** for your clinical group.



## QUESTIONS?

Visit our **Student Video FAQ Library** by selecting the “**click here**” link in the **Need Help?** tile of your **Bridges EXP™ Dashboard**.



**Step 1** To visit our **Student Video FAQ Library**

**Step 2** **WE'RE HERE TO HELP!**  
The **User Experience Help Desk** is available to assist you via **phone** and **email**.  
**Monday—Friday: 8am—6pm EST**  
**888.520.0520**  
[studentsupport@bridgesexp.com](mailto:studentsupport@bridgesexp.com)