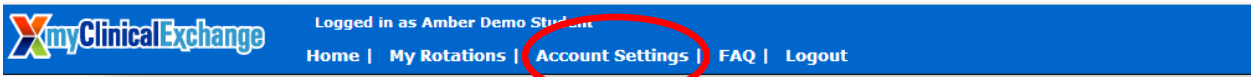


# Transferring your Account

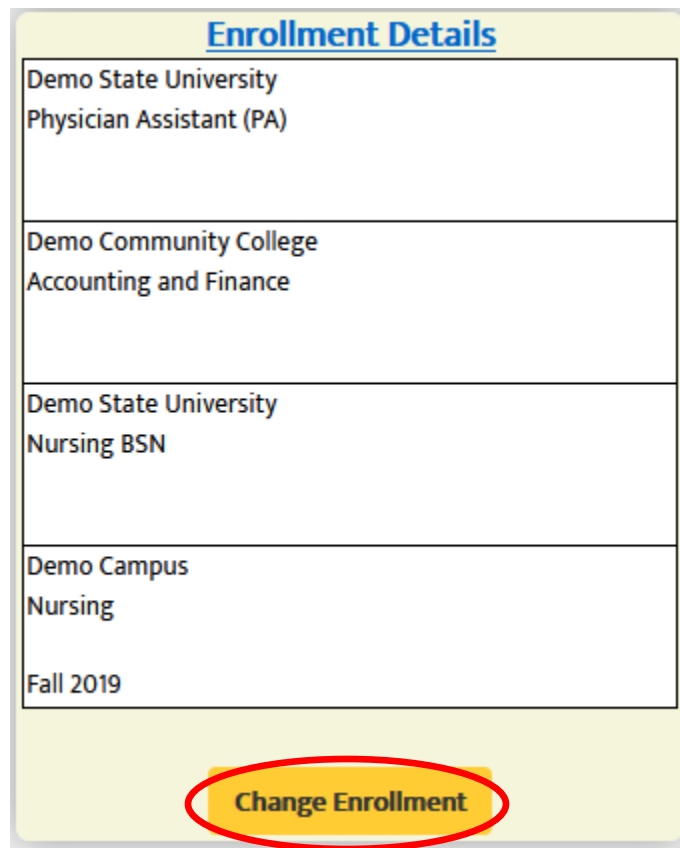
Use these instructions if you are currently enrolled at one School and you are moving completely to another School. You will NOT have to pay for a second account. When you transfer your account, you WILL **LOSE ALL YOUR COMPLIANCE CHECKLIST INFORMATION**. Please make sure to download digital copies and record the dates so you can easily update the checklist at your new School.

- 1.) Log into your pre-existing myClinicalExchange account.
  - a. If you do not have an mCE 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 transferring.
- 2.) At the top left menu, click on **Account Settings**



Account Status: Paid (expires 1/1/2020) (Click "account settings" menu to pay or renew or extend your subscription)

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

A screenshot of the "Enrollment Details" section of the website. The section has a yellow header with the title "Enrollment Details" in blue. Below the header is a table with four rows, each representing a school enrollment. The first row is "Demo State University" with the role "Physician Assistant (PA)". The second row is "Demo Community College" with the role "Accounting and Finance". The third row is "Demo State University" with the role "Nursing BSN". The fourth row is "Demo Campus" with the role "Nursing" and the semester "Fall 2019". At the bottom of the section is a yellow button with the text "Change Enrollment", which is circled in red.

- 4.) You will be presented with a set of options. For dual enrollment, choose option 5 “Transfer my account” and then click **Next**.

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## Change Enrollment

- I registered my account under the wrong school
- I registered my account under the wrong program in my school
- I completed my current program and am enrolling in a new program in my school
- Add another school to my account
- Transfer my account
- Add another program within my school to my account (Dual enrollment within the same school)

- 5.) You will be asked if you want to use the same email address for this new enrollment.
- a. Select YES if your new School does not mind assigning you to rotations with another School’s email address.
  - b. Select NO if your new School wants you to use their school-issued email address. On the next screen, you will be prompted to enter a second email address from your new school. You will be able to log into your myClinicalExchange account with either email address.

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### Add new school to my account- STEP 1

Are you planning to use same email address ?  Yes  No

Back

Next

- 6.) Click **Next**.
- 7.) On the next screen, select the appropriate options from the drop-down menus.

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### Add new school to my account- STEP 3

**Which state are you planning to go ?**  
-- Select state --

**To which new school are you going ?**  
Select school ▾

**Which program are you enrolling in ?**  
Select Program ▾

**Degree**  
No Degree(s) Selected ▾

**Cohort**  
--Select-- ▾

Back

Submit

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**State:** Select the State where your new School is located; it helps with the filtering process.

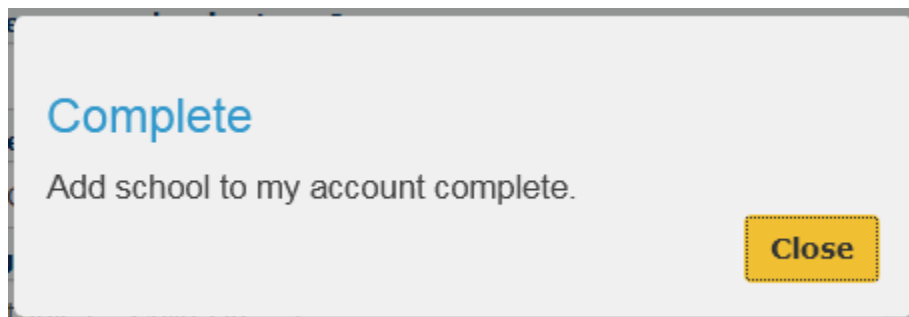
**School:** Select your new School

**Program:** Select the Program you are enrolling in at your new School

**Degree:** Not required but you may select from the drop-down

**Cohort:** Not required but you may select from the drop-down

- 8.) 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 mark in **red** which fields are missing. Complete this and try to **Submit** again.



- 9.) Return to your **Account Settings** menu to see your new enrollment listed. Your new School will now be able to access your myClinicalExchange account to assign you to rotations.