



April 19, 2016

Dear New Student:

We are happy to introduce the Nursing Student Portal, our new electronic student management system. This system will allow us to maintain our student's records up-to-date. It will also send out reminders when immunizations are due to expire, giving students an opportunity to update them and re-submit the file. It is imperative that you follow through once you receive a reminder. An expired immunization and/or CPR card will keep you from going to your clinical assignment.

Below are the instructions for recording and uploading your files.

1. Access Nursing Student Portal at <https://secure.projectconcert.com/com/login.aspx>
2. Log in (this will be the same as your COM username and password)

#### **Adding Clinical Requirements to the Student File:**

1. Click on **Information** in the menu on the left side of the screen.
2. The **Clinical Requirements** tab is now open (highlighted in teal).
3. Click in the first row under **Credential** to access the arrow that opens the drop down menu.
4. Click on the first item you want to add in the drop down menu.
5. Tab over to add the **Effective Date** (mm/dd/yyyy).
6. Tab to add the **Expiration Date** (mm/dd/yyyy) if applicable.
7. Tab to move to the next row to add another item.
8. Continue to add as needed, then click the **Save** button.

#### **Uploading Documents to the Student File:**

1. Click on the **Documents** tab (it should now be highlighted in teal).
2. Scroll to the bottom of the page and click the **Add Document** button to open the upload window.
3. Click on the drop down menu arrow on the **Type:** textbox.
4. Click on the type of document that you wish to upload.
5. Leave the **Date:** textbox blank.
6. Type the name of the document in the **Title:** textbox.
7. Add a **Comment:** if applicable.
8. Click the **Browse** button to select the file to upload.

9. Click the **Add Document** button to upload the file (5MB is the maximum file size allowed).
10. Repeat the steps to upload each file. (A file with multiple immunizations only needs to be uploaded one time.)
11. Click the **Save** button at the bottom of the page when finished uploading files.

For questions, call 409-933-8425 or email [nursing@com.edu](mailto:nursing@com.edu).

Sincerely,

A handwritten signature in cursive script that reads "Debbie Biscoe-Ingram MSN RN".

Debbie Biscoe-Ingram, MSN, RN  
Admissions Committee Department Chair