Clinical Wallet

Student Instructions

for Clinical Wallet

Compliance Document Tracking and Storage

(When registering, please use Firefox, Chrome, Edge, or Safari on Mac. IE is NOT supported)

Start uploading your Clinical Requirements:

1. Go to www.ClinicalWallet.com

2. Login with your **email and password** set up during registration.

4. **On the Dashboard,** begin uploading each Mandatory Document by clicking on each "pending" box. (Each required document is labeled)

5. Click the upload icon to locate the document on your device.

6. Add the document and wait for the file to upload.

7. **Confirm** document(s) are uploaded when the status shows 🚩 In review

*Wait for the record verification for compliance approval.

*DELETING A DOCUMENT: If you need to delete a document uploaded by mistake….
   (TIP: This cannot be completed if administrators have begun reviewing your documents)
      1. Click on **IN REVIEW again** for the document that needs to be replaced.

      2. Click the **upload button** again to select a NEW file from your device.

      3. Click OPEN to add the new document to the folder.

      4. Verify with steps below to confirm new document was uploaded.

*TO VERIFY THE CORRECT DOCUMENT WAS UPLOADED:
      1. Click on IN REVIEW
      2. Click the download button to preview the file in a new tab

*Chat ✉️   *Text us at 480.630.2256   *Call 877-SKILLS-4
*Click FORGOT PASSWORD on the Sign IN screen to reset your password