

# INSTRUCTOR Getting Started Guide

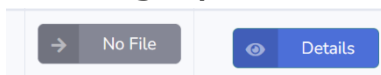
[www.ClinicalWallet.com](http://www.ClinicalWallet.com)

Go to <https://clinicalwallet.com/login>

1. Login with your **email and password**, choose the instructor option

2. On the ClinicalWallet menu, click **Clinician Credentials**

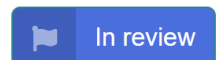
3. For each Category listed, click **Details** to upload your file from your device. (Each required document is labeled)



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

5. Select the document and wait for the file to upload.

6. **Confirm** document(s) are uploaded when the status shows



**\*Wait for the record to be verified for compliance approval.**

**\*Replacing DOCUMENT: If you need to replace a document uploaded by mistake....**  
(TIP: you may click **Details**  and **Upload** again until it is **Approved or green**)

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

**\*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**

**\*To Combine multiple pages or files use other applications to create a single PDF file:**

See these online applications to merge files if needed: **Genius Scan App, Adobe Online tool, freepdfconvert.com, or SmallPDF.com**

**\*Chat with us** 

<https://tracprac.tawk.help/> Click Submit a Ticket

**\*Call 877-SKILLS-4**

**\*Click FORGOT PASSWORD** on the Sign IN screen to reset your password