

# NEONI's Healthcare Career Shadowing Report Instructions for Hospital Shadowing Coordinators

These instructions will assist you in retrieving and reviewing data regarding the NEONIHealthcare Career Shadowing Program. The data is accessed through our new website, [www.NEONI.org](http://www.NEONI.org).

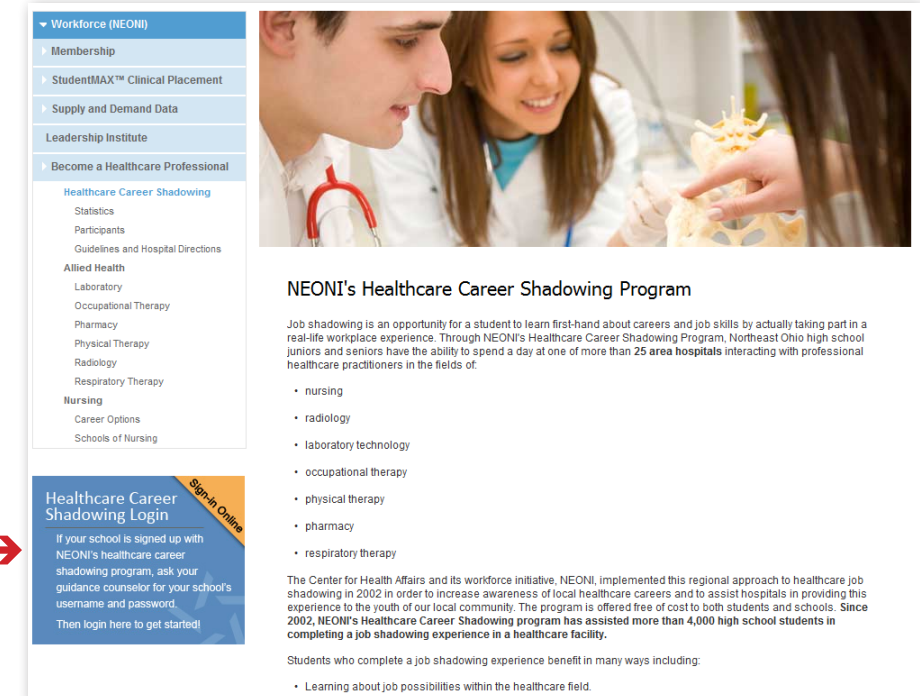


Here is the main screen of the NEONI website.

Hover over **Become a Healthcare Professional**, the fifth menu item in the navigation panel on the left side of the web page. An additional sub-menu will be displayed underneath. Click on the first sub-menu, **Healthcare Career Shadowing**.



On the **Healthcare Career Shadowing** page, there is a blue box on the left hand side at the bottom of the screen that says, **Healthcare Career Shadowing Login**. Click on the box to access the online application system.



A new screen will pop up. You will need to click on [Administrative Login](#).

Please enter your high school's username and password in order to enter NEONI's Healthcare Career Shadowing Program scheduling site.

High School Username:

Password:

[Administrative login](#)

The [Administrative Login](#) screen will appear. This is where you enter your username and password. If you have forgotten your username and password, please e-mail [sandra.touschner@chanet.org](mailto:sandra.touschner@chanet.org).

**Administrator Login**

Please enter your administrator username and password.

Administrator Username:

Password:

[Student Login](#) [Login help](#)

The [Hospital Shadowing Coordinator Tools](#) screen will now appear with the main menu for all of the available reports. These reports provide access to important information regarding the scheduling of the shadowing students.

There are four reports in the main report menu and each is described in detail on the next page.

**NORTHEAST OHIO NURSING INITIATIVE**

[Home](#) [NEONI](#)

[Reports/Tools](#)

**Hospital Shadowing Coordinator Tools**

*Cleveland Clinic, Welcome to job Shadowing Hospital's administrations page. Please select from a report below.*

[Generate Reports](#)

**Cleveland Clinic**

[Student Schedule List per Date](#)

[Entire Student Schedule List](#)

[Student List per Status Description](#)

[List of High School with Counselors Information](#)

**Student Schedule List per Date** – This report lists the students who will be shadowing on a specific date. At the top of the report there is a drop down box [Select Date to View](#) where you select the date you would like to review. You can only review one day at a time.

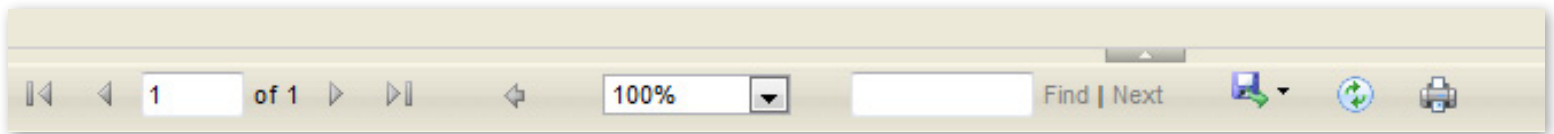
**Entire Student Schedule List** – This report provides a running list of all students who are currently scheduled for shadowing.

**Student List per Status Description** – This report shows complete listings of students who are currently scheduled, have completed an assignment, or who canceled an assignment. There is a drop down box at the top of the screen that says, [Please Select a Description](#). This is where you select the list you would like to view – Scheduled, Completed or Canceled. It is only possible to view one of the three lists at a time. If you do not see Scheduled, Completed or Canceled in the drop down box, this means there are no students meeting that criteria.

**List of High School with Counselor Information** – This report provides you with the contact information for the high school counselors/teachers who are participating in the NEONI Healthcare Career Shadowing Program.

While you view a report, you will have several additional options available on the toolbar within the report.

These navigation buttons are explained below.



- The pages of the report can be navigated by clicking on the left and right arrows.
- The size of the report on the screen can be increased and decreased by adjusting the percentage in the box using the down arrow next to the number.
- If you are looking for a particular student, you could type the name into the box and then click “Find” and the screen will highlight the name.
- Next to the disk icon with a green arrow is a drop down arrow. This allows you to export this report to a number of different formats including Excel and Word.
- The circle with the green arrows will allow you to refresh the page.
- The last icon on the right, the printer, allows you to print the report.
- After you view a report, click on your browser’s back button to return to the main report menu.

Thank you for reviewing [NEONI’s Healthcare Career Shadowing Report Instructions for Hospital Shadowing Coordinators](#).

If you have any further questions, do not hesitate to contact Sandy Touschner, Project Manager, at 216.255.3661 or [sandra.touschner@chanet.org](mailto:sandra.touschner@chanet.org).