

# Clinical Simulation Student Simulation Scheduling Procedure

## Step 1:

### Access webpage

- \*\*\*NOTE\*\*\* Mac users must use FireFox, database will not support Safari (FireFox can be downloaded via the internet).
- Please use the following link:

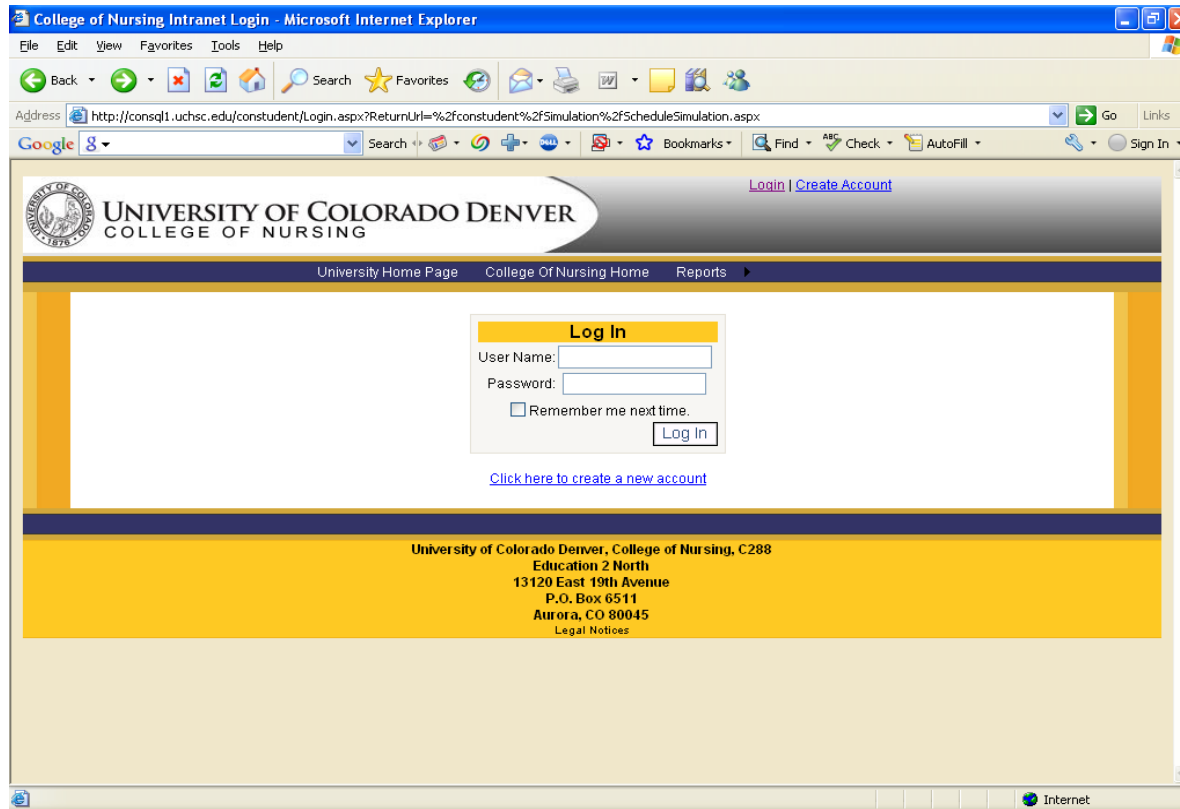
<https://nurseclinicals.ucdenver.edu/constudent>

### OR

- Access the scheduling database by logging on to the College of Nursing homepage → Clinical Practices → Simulation.

## Step 2:

### Logon with username and password



- Once you open the website you will be redirected to the login page. You have three choices:
  - Login to the website
  - Create new account
  - Retrieve old password



**Log In**

Student Id:

Password:

Remember me next time.

[Click here to create a new account](#)  
[Forgot your password?](#)

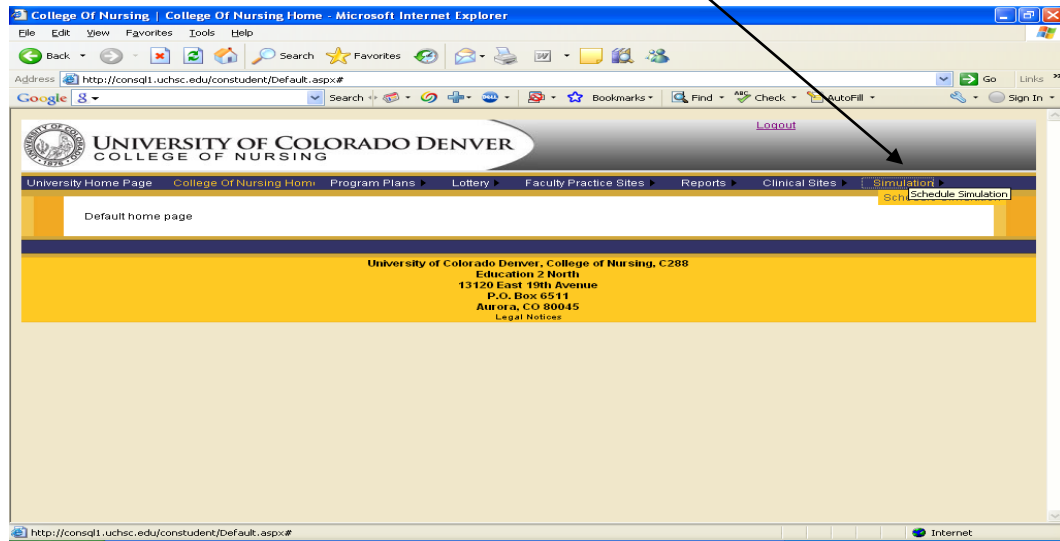
- **Login to the website**
  - Your student ID is your student number.
  - Your password is the one that was created when you created the account.
  - If you do not remember your password, do not worry, but use the password retrieval system.

If you attempt to login with an incorrect password more than two times, the system will lock your account. You will then need to contact [cathy.catlett@ucdenver.edu](mailto:cathy.catlett@ucdenver.edu) to reset the account
- **Create new account**
  - “Click here to create new account”.
  - You will be redirected to a new page which allows you to create your account
  - Fill all the fields, click “Create User” and the account will be created.
  - Please note that you can create an account only once. If you try to create a second account you will get message: “The student ID entered is not valid or an account already exists at that point, try the password retrieval system
- **Retrieve old password**
  - Click on “Forgot your Password?”
  - Type your student ID and an email with the stored password will be sent to you.
  - For any error messages please contact [cathy.catlett@ucdenver.edu](mailto:cathy.catlett@ucdenver.edu). Most likely your account has been locked and will need to be reset.

### Step 3:

- **Navigation of Scheduling a Simulation Slot**

- Once logged into the system select **“Simulation”** tab from the default homepage



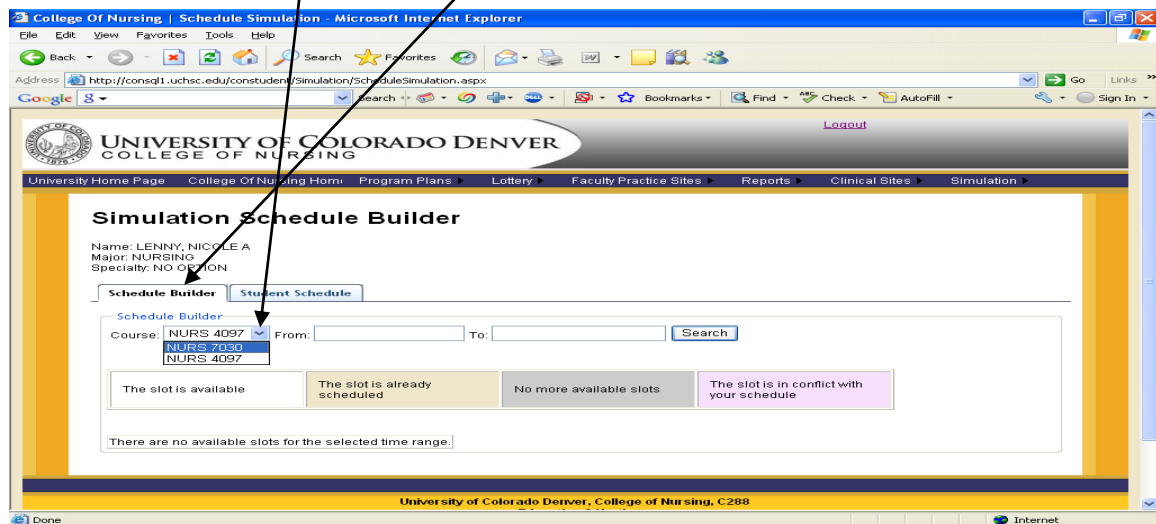
- Screen will open automatically to **“Schedule Builder”** Tab

#### Choose Course

Select the appropriate course from the drop-down menu

The courses are listed by course numbers not by course name

PLEASE VERIFY THAT YOU HAVE SELECTED THE CORRECT COURSE\*

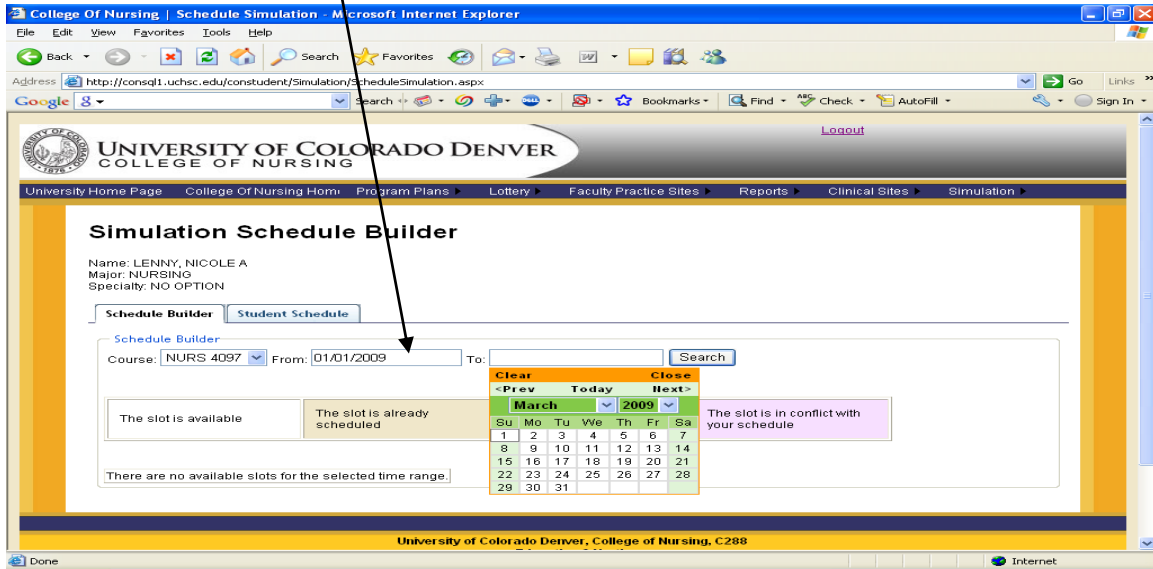


## Choose Date

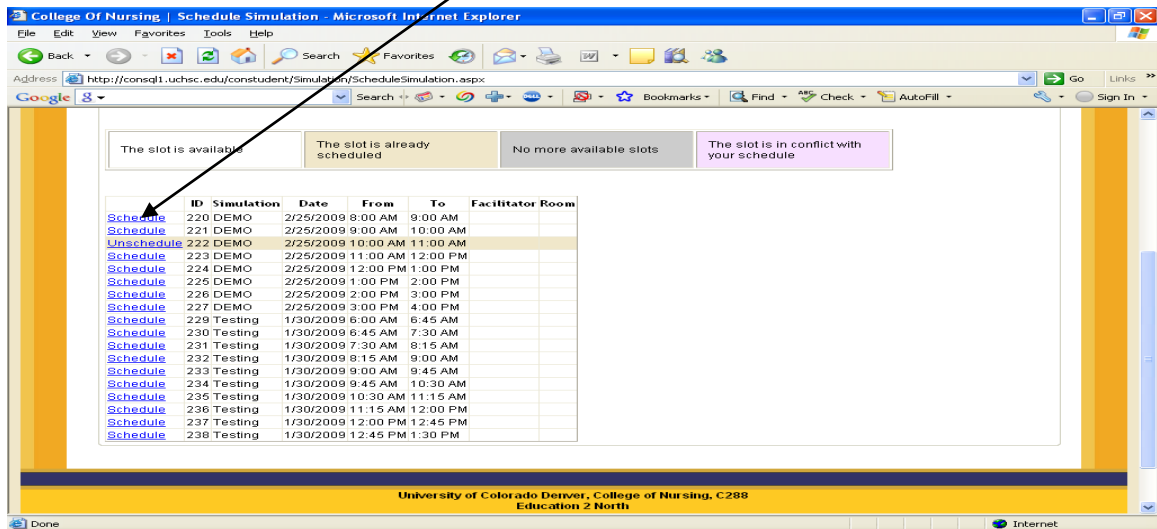
Use Calendar to enter a date range

Ex: Spring Block I choose a date range that spans January through March.

Available Slots and Date will appear below

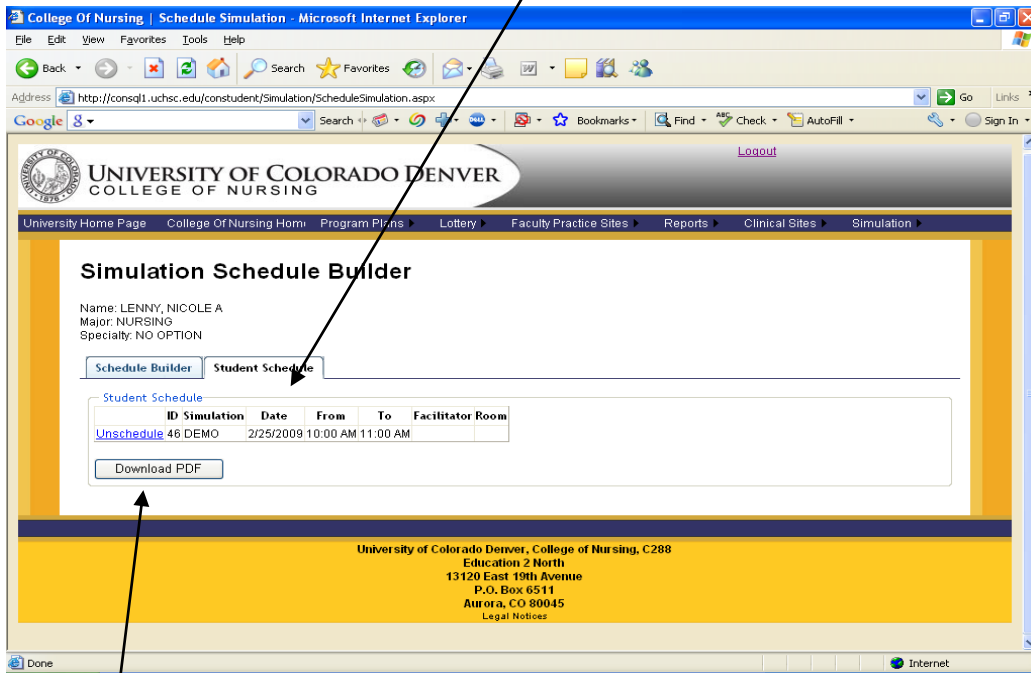


- Available slots for specific course will be listed below  
(Note: In DEMO January – March date range selected)  
Shown below are slots available for NURS 4097 (DEMO)
- Select preferred slot by clicking on “[Schedule](#)” (blue & underlined)
- Slot will be highlighted in **Tan** and say “**Unschedule**” if slot is *successfully* scheduled

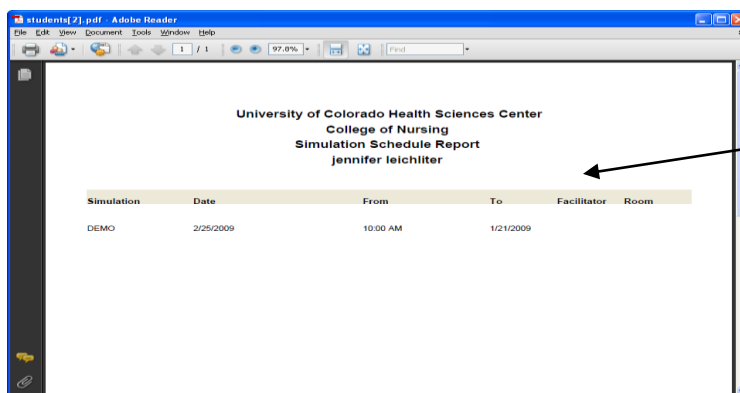


#### Step 4: Confirmation

- Next to the “**Schedule Builder**” tab on the first page of the Simulation Scheduler webpage is the “**Student Schedule**” tab
- This tab displays the slots that are in the student’s schedule



- Using the Download PDF button, one can download and print a hardcopy of their simulation schedule



**Sample PDF  
displays student  
simulation schedule**

- An email confirmation is sent via email 48 hours prior to your scheduled simulation as a reminder notice.