



Typhon Information for Nurse Administrator, Educator, and Informatics MSN students

**ONCE THE MSN STUDENT FINDS A PRACTICUM SITE, A FORMAL PRACTICUM PROPOSAL MUST BE SUBMITTED TO THEIR Assistant Clinical Coordinator. ONCE THE STUDENT RECEIVES AN EMAIL INDICATING APPROVAL OF THE PROPOSAL, THE STUDENT WILL RECEIVE AN ADDITIONAL EMAIL CONTAINING THEIR PERSONAL LOG IN AND PASSWORD FOR THE TYPHON SYSTEM.**

THIS INFORMATION IS UNIQUE TO EVERY STUDENT AND SHOULD NOT BE SHARED. PRIOR TO ENTERING THE TYPHON SYSTEM, STUDENTS MUST COMPLETE A SHORT TUTORIAL WHICH WILL PROVIDE INSTRUCTIONS ON THE USE OF THE PROGRAM. THIS IN-SERVICE WILL INTRODUCE YOU TO TYPHON GROUP'S STUDENT TRACKING SYSTEM, ALSO CALLED N-S-S-T. IT IS AN INTERNET-BASED SYSTEM, SO YOU CAN LOG IN FROM ANYWHERE YOU HAVE INTERNET ACCESS.

YOU WILL BEGIN BY GOING TO THE WEB ADDRESS WHICH IS W-W-W DOT TYPHON GROUP DOT NET (WWW.TYPHONGROUP.NET). TYPHON GROUP IS SPELLED T-Y-P-H-O-N-G-R-O-U-P, ALL ONE WORD. WHEN YOU GET TO THIS PAGE, YOU CAN CLICK ON STUDENT CASE LOG TRACKING, THEN NSST. YOU CAN ALSO ENTER YOUR SCHOOL'S WEB DOMAIN AFTER TYPHONGROUP.NET FOR A QUICKER LOGIN.

Try it: <http://www.typhongroup.net/southuniversity> (be sure to use "NSST – MSN NurseEd or MSN NurseAdmin, etc." (your program) on that page. YOU WILL CHOOSE THE DATA ENTRY LOGIN. BE SURE TO BOOKMARK THIS LOGIN PAGE FOR FUTURE REFERENCE. THEN, JUST ENTER YOUR LOGIN AND PASSWORD INFORMATION AND PRESS LOG IN TO CONTINUE.

THE MSN STUDENT WILL UPLOAD THEIR APPROVED PRACTICUM PROPOSAL INTO TYPHON AS WELL AS REQUEST THEIR CLINICAL SITE IN TYPHON (ADD ALL DEMOGRAPHIC INFO). **THE AFFILIATION AGREEMENT FOR YOUR SITE, AS WELL AS THE PRECEPTOR CONTRACT WITH CV MUST BE SUBMITTED BY EMAIL DIRECTLY FROM THE SITE TO THE Assistant Clinical Coordinator.**

YOUR CPR CARD, OSHA AND HIPAA REQUIREMENTS, AS WELL AS PHYSICAL WITH TITERS, AND NURSING LICENSE INFO SHOULD BE UPLOADED TO CERTIFIED BACKGROUND CHECK (CBC). **CBC CODE IS SDO6**. YOUR BACKGROUND CHECK AND DRUG TEST WILL BE COMPLETED THROUGH CBC. ONCE ALL DOCUMENTS ARE RECEIVED AND APPROVED BY CBC, AS WELL AS ALL CONTRACTS ARE RECEIVED AND APPROVED BY THE **Assistant Clinical Coordinator**,

**an approval email will be sent from the **Assistant Clinical Coordinator** notifying the student that they are approved to start the practicum and enter the online classroom.**

**ALL DOCUMENTS MUST BE RECEIVED AND APPROVED BY CBC AS WELL AS THE **Assistant Clinical Coordinator** AT LEAST SIX WEEKS PRIOR TO THE START OF THE PRACTICUM.**

IN CASE YOU FORGET YOUR LOGIN AND PASSWORD, TO THE RIGHT OF THE PASSWORD BOX IS A LINK THAT SAYS "FORGOT LOGIN OR PASSWORD". ALL YOU HAVE TO DO IS CLICK ON THIS LINK AND ENTER YOUR E-MAIL ADDRESS AND PRESS SUBMIT. THE SYSTEM WILL VERIFY THAT YOU ARE A STUDENT AND WILL IMMEDIATELY E-MAIL YOUR LOGIN AND PASSWORD INFORMATION TO YOU.

THE TUTORIAL VIDEOS WILL SHOW EVERYTHING THAT THE NSST SYSTEM OFFERS, INCLUDING SOME FIELDS THAT WE MAY HAVE TURNED OFF, WHICH WON'T APPEAR ON YOUR REAL DATA ENTRY PAGE. YOU'LL ALSO HAVE ACCESS TO THESE VIDEOS THAT YOU CAN WATCH ON YOUR OWN ONCE YOU HAVE ACCESS TO THE SYSTEM. THE VIDEO ASSUMES WE HAVE LOGGED IN TO THE SYSTEM ALREADY.

<http://www.typhongroup.net/nsst/videos/students.htm>

**HERE ARE SOME LAST MINUTE THINGS YOU SHOULD KNOW:**

**THE VERY FIRST TIME YOU LOG IN TO THE SYSTEM**, YOU WILL NEED TO ACCEPT THE END-USER LICENSE AGREEMENT AND **SET UP YOUR DEFAULT CHOICES**. THIS INCLUDES YOUR CURRENT SEMESTER, COURSE, PRECEPTOR AND CLINICAL SITE.

IF YOUR PRECEPTOR IS NOT LISTED, CHOOSE Dr. Ruth Tarantine AS THE DEFAULT. YOUR SITE WILL NOT BE LISTED UNTIL YOU REQUEST IT AND ADD ALL INFORMATION. YOU CAN CHOOSE ANOTHER ITEM TEMPORARILY UNTIL YOUR ITEM IS ADDED TO THE SYSTEM, THEN GO BACK AND EDIT THE INFO TO PICK THE CORRECT ITEM. (YOU MAY SEE "REQUEST ADDITIONAL" NEXT TO PRECEPTOR OR SITE. IF SO, YOU CAN MAKE THE REQUEST FOR THE SITE OR PRECEPTOR TO BE ADDED AND YOU WILL BE NOTIFIED BY EMAIL WHEN THAT HAS HAPPENED). **IMPORTANT: AT THE END OF EACH SEMESTER/COURSE, YOU MUST REMEMBER TO CHANGE THE DEFAULTS FOR THE NEXT SEMESTER AND COURSE** (PRECEPTOR AND SITE AS WELL).

**IF YOU HAVE A TECHNICAL PROBLEM WITH THE SYSTEM, GO TO YOUR MAIN MENU AND CLICK "SUPPORT TICKETS"**. FILL OUT A SUPPORT TICKET AND TYPHON GROUP WILL RESPOND TO YOU DIRECTLY BY THE NEXT BUSINESS DAY. IF YOU HAVE A CLINICAL QUESTION, OR AN ITEM IS MISSING IN A DROP DOWN LIST, **CONTACT YOUR ASSISTANT CLINICAL COORDINATOR**, DO NOT CONTACT TYPHON GROUP.

You're in the home stretch now.....have fun and enjoy the practicum experience!!