

1. Clinical coordinators fill in the student code request spreadsheet and have student nurses fill out the Security Access Agreement.
2. Send the spreadsheet and Security Access Agreements to the MCCG representative. The SAAs may be sent by email, fax, or postal or interoffice mail but the spreadsheet needs to be emailed.
3. The MCCG representative will submit the documents to the appropriate departments for processing. Processing can take up to two weeks.
4. After processing is complete, the code request spreadsheet containing the nursing students' code access PINs is sent to the MCCG representative, who then sends it back to the clinical coordinator.
5. The clinical coordinator ensures that each student nurse receives their PIN and activates their account access within 45 days.