



NURSING INFORMATICS PROGRAM CHECKLIST

Fall 2023 Semester

We recommend you SAVE a copy of this checklist for future reference

- 1. Activate your Patriot Email Account** All communication by the School of Nursing and The University of Texas at Tyler will be sent through your UT Tyler email account. We will start using it effective immediately.
<https://www.utt Tyler.edu/technology-support/patriots-account/>
- 2. Complete the Qualtrics Survey** Includes important consent agreements, etc.
https://utt Tyler.az1.qualtrics.com/jfe/form/SV_agi8hWHcrhjqp7
VERY IMPORTANT!
BEFORE you complete the survey, please review the part- and full-time degree plan options here:
https://www.utt Tyler.edu/nursing/college/graduate/degreeplans_graduate_nursing.php .
You will indicate your choice on the survey and a personalized degree plan will be prepared and sent to you.
- 3. Sign and return the Graduate Admission Acceptance Affirmation form** that will be sent along with your degree plan. Your CNHS registration hold will be released after we receive your signed form.
- 4. Register through MyUTTyler: Fall 2023 registration opens April 2nd**
IMPORTANT!!! All new students have a CNHS registration hold in place which will be released after you have completed steps 1 -3.
The Registrar's Office has a complete library of how-to videos and pdf's to guide you through all aspects of the registration process. You can find them by choosing "Registration Tutorials": on this webpage:
<https://www.utt Tyler.edu/registrar/registration/>
- 5. Save the Date for the Mandatory Online Orientation: DATE NOT CURRENTLY AVAILABLE. IT WILL BE IN AUGUST AND FURTHER DETAILS WILL BE SENT WHEN THEY HAVE BEEN CONFIRMED.**
- 6. Create an Account and Pay the Service Fees for CastleBranch.com**
Go to <https://mycb.castlebranch.com/>
You will need to purchase codes **HU21r** and **HU21dt**
The fees cover costs associated with:
 - Background Check (**Admission Requirement: must be completed by 8/15/2023**)
 - Drug Screen (**Admission Requirement: must be completed by 8/15/2023**)
- 7. Join the Launch Pad for Your Program** when you receive the invitation from Canvas via Patriot email.
The Launch Pads are Canvas groups for each program, designed to help newly admitted students connect with each other and the graduate program staff, locate information, and ask questions. You'll have access to it through the first week of the semester. Please make the launch pad your go-to site as you get ready for your graduate school journey!

STEPS TO COMPLETE AFTER YOU'RE REGISTERED FOR CLASSES

8.	Complete the orientation modules in Canvas- MSN-IQS ONLY There are online modules that must be completed before the day of the online orientation and these may take a total of several hours, but do not have to be done all in one sitting. You will receive an invitation to join the MiSsion:Possible group via your Patriots email after June 1st, but not before you have registered for classes.
9.	Obtain your Student ID and Nursing Badge This should be done prior to the first day of classes but <u>AFTER</u> you have registered for classes per campus policy. NIQS students do not have clinical courses and will not need the nursing badge but may want to have a student ID card. Instructions: https://www.utt Tyler.edu/nursing/college/graduate/files/student_id_badge_instructions.pdf

If you have any questions, please contact the Graduate Nursing Advisor at jrainey@utt Tyler.edu or 903-566-7243.