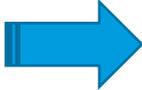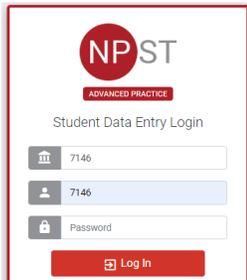# Instructions for: **NP-DNP Request Form: NP Clinical Preceptor**

(Recommended to use Laptop/Desktop)

Step 1: Log into Typhon using your login information (www.typhongroup.net/psu)

Step 2: On the left-hand side, under "**Other Activities & Reports**" select "**My Evaluations & Surveys**".

📕 Other Activities & Reports

- ❓ My Time Logs
- ❓ My Hours by Course
- ❓ My Conference Logs
- ❓ My External Documents
- ❓ My Portfolio
- ❓ My Evaluations & Surveys
- ❓ My Schedule

- Click on **"NP-DNP Request Form: NP Clinical Preceptor"**.
- "**Date of Evaluation Period**" will be the anticipated first day with the preceptor
- "**Who/what are you evaluating?**" will be your clinical or course faculty

Once successfully submitted, click on "**Home**" from upper left corner.
Click on "**Setup Default Choices**" located under "**Information & Setup**" > "**Your Account**" >
"**Required Defaults**" > click on "**REQUEST ADDITION**" (beside "**Preceptor**").

Step 3: Search for your preceptor by typing your preceptor's **Last & First** name in "**SEARCH for existing preceptor**".

•If you see your preceptor's name, click on "CANCEL" & "CANCEL" again. No further action is required.
•If preceptor search shows "**no matches found**," fill the requested information on page & click "**SAVE DATA**."

The student can view their faculty approval by following **STEP 2** and clicking on "**View History**". Click on "**View**" besides the form. The faculty approval will be shown as below.

After faculty approval your preceptor will receive an email (**Subject: <Student Name>: 'Penn State NP Program Preceptor Agreement Form' needs to be completed**) to complete their electronic Preceptor Agreement Form. After submission, your preceptor will be added to Typhon.

PennState
Ross and Carol Nese College of Nursing

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