

Tennessee Clinical Placement System (TCPS)

READ THIS ENTIRE PAGE FIRST and FOLLOW instructions below to avoid potential problems with completing the required TCPS online orientation.

General Information:

- Read through this entire page **BEFORE** doing anything related to TCPS.
- Schools are charged by number of accounts made by students. Therefore, to keep these costs down or eventually being passed onto students, **WRITE DOWN** your username and password. **PUT IT IN A PLACE WHERE YOU CAN ACCESS FOR FUTURE USE.** You will have multiple usernames/passwords in your career and it is a professional responsibility to keep up with them.
- If you have questions or problems, do **NOT** seek the advice of other students; rather click on the “Get Help” link on the TCPS homepage. TCPS is paid to answer questions, not other students who may give misinformation. The “Contact Us” link will address:
 - FAQ with pictures that will walk you through the “how to’s”.
 - Forgotten passwords. For security reasons, there is a lock placed on re-sent passwords if not used within 7 days.
 - Option to email directly with issues.
- If you have emailed TCPS or clicked on “Get Help” link, check your “Junk Mail” for responses from TCPS rather than assume you have not received one.
- Students who complete the general orientation in the fall term are not required to repeat it in spring term. Students who start the nursing program in spring must repeat it in the fall.
- Print copies of all quiz results/certificates and others as directed.

Specific Instructions:

- First – go to the TCPS site at <http://tcps-tn.org>
- Second – Using the username and password emailed to you, enter the site and follow instructions carefully. **.PRINT** copies of all quiz results/certificate(s) for your keeping.

Summary:

- **Fall** semester: ALL students must do the General and Facility Specific orientation(s).
- **Spring** semester: If you are going to a facility that you **were not at in the fall**, you **MUST** do the TCPS Online Orientation for the new facility. Your General Orientation will NOT have to be redone. If you are new to the program, you must do both general and facility specific.
- **Use the same username and password that you first used.**
- **DO NOT MAKE MORE THAN ONE ACCOUNT!!**
- Check the FAQ before contacting TCPS with an issue....the solution might be there.
- Click on the “Get Help” link from TCPS homepage for all questions, issues, problems.....NOT another student.