



## STUDENT INFORMATION SHEET

### INTRODUCTION

Typhon Group's NSST System is software used by your school to track your clinical encounters, your time spent at clinical facilities, your evaluations, schedule, portfolio, and much more.

Typhon Group is web-based software. This means you can access your account and enter information on any computer or device that has a modern browser. There are no "apps" to install. You can login directly to the Typhon Group website ([www.typhongroup.net](http://www.typhongroup.net)) from anywhere you have internet access.

**Students DO NOT self-register for Typhon.** Your program creates an account for you. Once your account has been created and your program is ready to grant you access, they will send you an email with login instructions and information. Typhon Group cannot directly provide you with this information.

Once you have received the initial email from your school, you can log in to your account. If your temporary password has expired (or you forgot your password), you can request another one by clicking "Forgot Login or Password." Classroom training may be provided by your school, but once you log in, you'll gain access to the complete instruction manual and video tutorials.

### LOG IN TIPS

Typhon Group provides several kinds of products, so to ensure you log in to the correct area, utilize the special page we created for your school. Your school's home page is <http://www.typhongroup.net/coloradotech>. Click on your specialty, MSN, then "Student Data Entry Login." Add this page to your favorites or bookmarks for future reference. You should see the screen below (with the purple NSST logo and "Student Data Entry Login"), plus your account number will automatically get inserted when you log in through your school's special page.

A screenshot of the NSST Student Data Entry Login page. At the top center is the NSST logo, which consists of a purple circle containing the letters "NSST" in white. Below the logo is a purple rectangular button with the word "NURSING" in white. Underneath that is the text "Student Data Entry Login" in green. Below this text are three input fields: "Account Number:" followed by a text box, "User Login:" followed by a text box, and "Password:" followed by a text box. To the right of the password field is a blue link that says "Forgot login or password?". The entire screenshot is enclosed in a blue rectangular border.

### ADDITIONAL HELP

Although Typhon Group hosts and provides the software, the system is customized and maintained by your school. Thus, your school is responsible for handling your questions regarding access to your account and login issues. Questions regarding access and login issues should be directed to the Typhon Group program administrator at your school. At CTU this is the Clinical Director. They can also answer your questions about clinical content, missing drop-down items (ie. your preceptor or clinical site is not listed), or specifics on how to use the system.

## HOW DO I USE TYPHON?

Once you have received approval of your practicum site and the practicum proposal from the Clinical Director, you will be granted a Typhon account. You will receive a system generated email containing your 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, you 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 NSST.

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 you 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 session, course, preceptor and clinical site. If your preceptor is not listed, choose the **Program Chair** as the default. **Important:** at the end of each session/course, you must **remember to change the defaults for the next session 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 the College of Nursing**, *do not contact Typhon group*.

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

Dr. Bonnie White, Program Chair