PROJECT NURSE (Nursing Students Database)

PROJECT NURSE is the web-based program used by Georgia Baptist College of Nursing to meet clinical agencies requirement for data and to make student information records (immunizations, contact, portfolios, and etc.) easily viewable and retrievable for students and nursing full-time faculty members. It is easily accessible from any computer's internet web browser.

All active nursing students in the <u>BSN, RN-BSN, MSN, and DNP programs</u> are required to enter their own "Contact" information in the PROJECT NURSE database no later than (30) days after the beginning of their first attending semester.

- **HOW TO ACCESS PROJECT NURSE:** Click on the following link or paste in your web-browser**:** https://secure.projectnurse.com/mercer. It is suggested that you save this address in your favorites, for you will re-visit this site often.

- **LOG-IN INSTRUCTIONS**:   Your information is accessible to you via a secure username and password. Your User Name is your **8-digit Mercer ID** *(MUID Number)* and Your *Initial* Password is **go** (is case-sensitive, must be lower-case). Once you have successfully logged in, you will be required to change your password to one of your choosing.

- Mandatory Data Entry of your **<u>Contact Information</u>** will only take a few minutes to complete.

- If you have been inducted into any organizations, you may also enter this information in *"Honor Societies & Organizations Tab"*

- You will be able to **view and print** your contact, immunization and credentials report according to what is currently on file in your program's administrative assistant office. **Students will not be able to change or enter immunization and credentials information in PROJECT NURSE.**

- **<u>As requested for Clinicals</u>:** Your full-time Clinical Faculty will be able to view your individual records, but your information will not be accessible to Adjunct Faculty, other staff or other students. Students are responsible for printing their own individual *Immunization and Credentials report* and submitting it to their individual Clinical Instructors or as requested by other faculty.

- **PRINTING REPORTS in PROJECT NURSE**: You may print out your one-page *Immunizations and Credentials report* by clicking the *'Reports' tab* in the left-hand column of your screen and selecting *"Immunization and Credential Report."* Then click "Generate" at the bottom of the screen.

- **ALERT NOTIFICATIONS:** As a helpful reminder when certain immunizations and credentials are about to expire and must be renewed and updates submitted to the appropriate program's administrative assistant's office, **PROJECT NURSE** generates automatic alerts notifications and emails them directly to your Mercer Live email address. If you have already submitted updates and receive alert notification, then view the notification for information only, no additional action required.

- **UPDATES:** Copies of all record updates must still be printed or photocopied prior to submission to your program's administrative assistant in order to be properly reflected in the system. Please be mindful that even after submission to your program's administrative assistant, updates to **PROJECT NURSE** are neither automatic nor instant. It may take up to (7) working days after submission to accurately reflect in **PROJECT NURSE.**

Students are responsible for checking **PROJECT NURSE** regularly to ensure that information is both current and accurate. Contact your program's administrative assistant via email for corrections and updates.

For technical assistance with the **PROJECT NURSE** website, do not contact MERCER Information Technology; **instead, contact Project Nurse IT representative at 1-816-452-0564**, **extension 110.**