



BEMIDJI
STATE UNIVERSITY

DEPARTMENT OF NURSING

RN Baccalaureate Program Quick Start to Clinician Nexus

March 2026

New Student Requirements via Clinician Nexus

Welcome to Bemidji State University! This quick start guide will help you navigate Clinician Nexus, a student-friendly platform designed to streamline your new student requirements.

Action Required

Fulfill all requirements, also known as Steps within Clinician Nexus, in your account.

Deadline

See your Clinician Nexus account and/or email.

Glossary

- Nexus – abbreviation for Clinician Nexus
- Step – a requirement in your Nexus account
- Compliant – all Steps are currently satisfied in Nexus
- Non-complaint – one or more Step is not satisfied in Nexus OR has expired

Important Frequently Asked Questions (FAQ)

- How do I get started in Clinician Nexus?
 - In your BSU email (see pages 9-10 for further information), look for an email from support@cliniannexus subject line “You have been invited to use Clinician Nexus.” For security purposes, invitations expire after 7 days.
- My Clinician Nexus invite has expired. What are my options for initial login?
 - Email info@cliniannexus.com and request a new invite. Your Clinician Nexus account is your @live.bemidjstate.edu email. **Do not** create a new account with any other email.
 - Contact your BSU Clinical Coordinator.
- How do I sign back into my Clinician Nexus account?
 - Go to app.cliniannexus.com. Bookmark this page in your preferred browser for quick access. Google Chrome browser recommended.
 - For Password reset after initial login, see page 8.
- Why are these items important?
 - Clinician Nexus streamlines the student compliance journey and additional requirements the BSU Nursing program must meet and maintain for accreditation.
- What happens if I do not meet the requirements?
 - Failure to meet the assigned requirements may rescind offer of admission or halt academic progression.
- Why was my submission rejected?
 - Ensure it has all information needed for review such as your full name and complete documentation.
 - Ensure submission dates match the documentation where applicable.
- I have a prior Nexus account from my previous school. Will my completed Steps carry over? Why can't I see any BSU assigned steps?
 - No. You must complete all BSU assigned Steps that are linked to your BSU email address login.
 - If you are correctly logged in and do not see any steps, contact your BSU Clinical Coordinator.
- How can I get help?
 - For technical assistance with Clinician Nexus, access their online [Help Center](#) or access the help feature within your account (see page 4).
 - If you have a specific question about your Clinician Nexus item(s) after initial login, contact your BSU Clinical Coordinator.

Login Page Highlights (3)

- My Steps
- Document Library
- Help

The screenshot shows the Clinician Nexus login page. On the left is a sidebar with a menu icon at the top, followed by the Clinician Nexus logo and a navigation bar with icons for Rotations, My steps, and Document library. The 'My steps' and 'Document library' items are circled in purple. Below the sidebar is a search bar and a list of links: 'Find clinical experiences', 'Search community', 'Support', and 'Referrals'. The main content area is titled 'My views' and includes a '+ Add new view' button, a search bar, and a 'Sort by Name from A-Z' dropdown. To the right of 'My views' is a section titled 'Your profile is 28% complete.' with a progress bar and a list of checkboxes for profile completion: 'Tell us a little about yourself', 'Upload a profile picture', 'Add some clinical interests', 'Add some hobbies / other interests', 'Add your education', 'Add your work experience', and 'Add your phone number'. Below this is a 'Rotation list' section with tabs for 'Columns', 'Calendar', and 'List', and buttons for 'Active', 'Archived', and 'All'. It also includes a search bar, a '+ Add filter' button, and a message: 'You have no rotations yet! Find a rotation'. At the bottom right, there is a purple circle containing a white speech bubble icon, with a purple arrow pointing to it from a text box.

Click My Steps to access your requirements

Click Document Library to view your uploads

Get Help from Clinician Nexus here anytime this icon appears

My Steps Page Highlights (2)

- Optional
- CRITICAL

The screenshot displays the 'My Steps' page in the CLINICIAN NEXUS interface. The left sidebar contains navigation links: Rotations, My steps, Document library, Find clinical experiences, Search community, Support, and Referrals. The main content area is titled 'My views' and includes a search bar, a sort dropdown set to 'Name from A-Z', and a list of steps. A purple bracket groups the first seven steps: 'Tell us a little about yourself', 'Upload a profile picture', 'Add some clinical interests', 'Add some hobbies / other interests', 'Add your education', 'Add your work experience', and 'Add your phone number'. A text box to the right of this group states: 'Optional. This is your Nexus profile setup. Not required for fulfillment of your New Student Requirements.' Below this, the 'My steps' section shows a search bar, filters, and a list of two steps. The first step, 'RNBS State Authorization', is highlighted with a purple bracket and a text box stating: 'CRITICAL!!!! All Steps must be fulfilled.' The second step, 'RN License', is also highlighted with a purple bracket. Both steps include links to 'Open form' and a status indicator.

Optional.
This is your Nexus profile setup. Not required for fulfillment of your New Student Requirements.

CRITICAL!!!!
All Steps must be fulfilled.

My steps

Add description

Here are all the requirements you can view or take action on.

Search by step name, step organization, or completer name

+ Add step submission filter X Clear filters Status Incomplete Sort by ...

2 steps

RNBS State Authorization Open form

School compliance requirement of Bemidji State University / Bemidji State University Nursing Program

View instruction below specific to your state of residency. Obtain proper documentation and upload file. Complete only one.

[Minnesota Instructions.pdf \(359.13 KB\)](#)

[North Dakota and Wisconsin Instructions, State Authorization.pdf \(145.11 KB\)](#)

Configured to be completed by **you** (or a school coordinator on your behalf)

RN License Open form

School compliance requirement of Bemidji State University / Bemidji State University Nursing Program

Configured to be completed by **you** (or a school coordinator on your behalf)

My Steps Page Highlights (4)

- Instructions
- Additional Info
- Step completion
- Nexus help article

The screenshot displays the CLINICIAN NEXUS interface. On the left is a sidebar with navigation options: Rotations, My steps, and Document library. The main content area is titled 'My views' and includes a search bar, a filter dropdown set to 'Name from A-Z', and a list of steps. The first step, 'RNBS State Authorization', is highlighted with a purple oval. Below it, two PDF links are also circled in purple: 'Minnesota Instructions.pdf (359.13 KB)' and 'North Dakota and Wisconsin Instructions, State Authorization.pdf (145.11 KB)'. A purple arrow points from a text box to the 'Open form' button for the first step. Another text box points to the 'Open form' button for the 'RN License' step. A third text box points to the 'Open form' button for the 'RNBS State Authorization' step. A fourth text box points to the 'Open form' button for the 'RN License' step.

Instructions and important information for each Step appear here as needed.

Note any additional links or information.

Click here to complete each Step.

Open form

Open form

Open form

Open form

For additional assistance on how to complete Steps, view the [Nexus Help Article, My Steps](#).

My Steps Page Highlights (1)

-Statuses and Navigating Filters

The screenshot displays the 'My Steps' interface. On the left is a sidebar with navigation links: Rotations, My steps, Document library, Find clinical experiences, Search community, Support, and Referrals. The main content area is divided into two sections. The top section, 'My views', includes a search bar, a sort dropdown set to 'Name from A-Z', and an 'Add new view' button. The bottom section, 'My steps', shows a progress bar indicating 'Your profile is 28% complete.' followed by a list of tasks: 'Tell us a little about yourself', 'Upload a profile picture', 'Add some clinical interests', 'Add some hobbies / other interests', 'Add your education', 'Add your work experience', and 'Add your phone number'. Below this is a detailed view of a step titled 'RNBS State Authorization'. It includes a search bar, filter buttons ('Add step submission filter', 'Clear filters'), and a status dropdown set to 'Incomplete'. A purple circle highlights the status dropdown menu, which lists options: Incomplete (selected), Awaiting verification, Rejected, Completed, Waived, Verified, and Skipped. Below the status menu are links for 'Minnesota Instructions.pdf' and 'North Dakota and Wisconsin Instructions, State Authorization.pdf'. The bottom of the page shows the 'RN License' step with an 'Open form' button.

Toggle filters to view the status of each Step.

As a reminder, all assigned Steps must be Completed/Verified or under special circumstances Waived/Skipped by the provided deadline.

Logging into Clinician Nexus After Initial Access

app.cliniciannexus.com

- Your login email is your **first.lastname@live.bemidjistate.edu** email address variation
- Click Continue

- Enter your Password or click forgot password to reset



CLINICIAN NEXUS

Welcome back!

Don't have an account? [Sign up for free.](#)

Email

CONTINUE

[Learn more about our platform](#) [Help](#)

CLINICIAN NEXUS

Welcome back!

Password

[Forgot password?](#)

LOG IN

[Learn more about our platform](#) [Help](#)

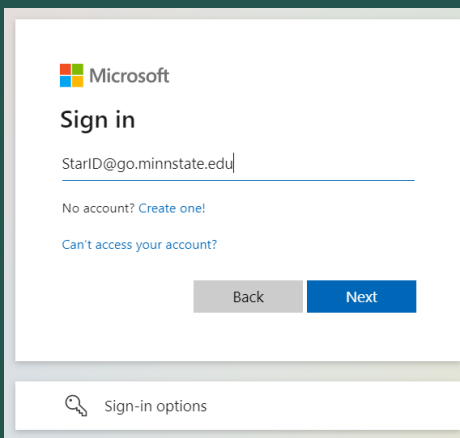
Access user guides, live chat feature and more here.

How can I access my BSU Student Email?

To sign into everything Microsoft 365 you use the following:

StarID@go.minnstate.edu

StarID password

A screenshot of the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". A text input field contains "StarID@go.minnstate.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in box are two buttons: "Back" and "Next". Below the sign-in box is a link that says "Sign-in options" with a magnifying glass icon.

Multi Factor Authentication (MFA)

The first time you sign into Microsoft 365 you will be required to enter a phone number for MFA set up.

You will be texted a code or receive a phone call when you sign into a new Microsoft 365 service, or application on a new device.

This is required of all Minnstate Microsoft 365 accounts and can not be disabled.

For assistance please reach out to the Service Desk or check our Knowledge Base for details.

What is my BSU Student Email?

Every student has an official BSU email address that follows the format:

Firstname.Lastname@live.bemidjstate.edu

It may also have a number listed in the address if there are multiple students with the same name in our system.

Example: John.Smith.3@live.bemidjstate.edu

Why does my email address look different?

All 37 schools use the same Office 365 tenant which is why you login using StarID@go.minnstate.edu to access Office 365.

Each institution you are affiliated with (attended or applied) creates an email address for you, branded for that institution. If you were affiliated with another institution before BSU your email address may not show as Firstname.Lastname@live.bemidjstate.edu when you send an email message.

How can I change my default email address?

To change your default email address, or view what other email addresses you have tied to your account you can do the following:

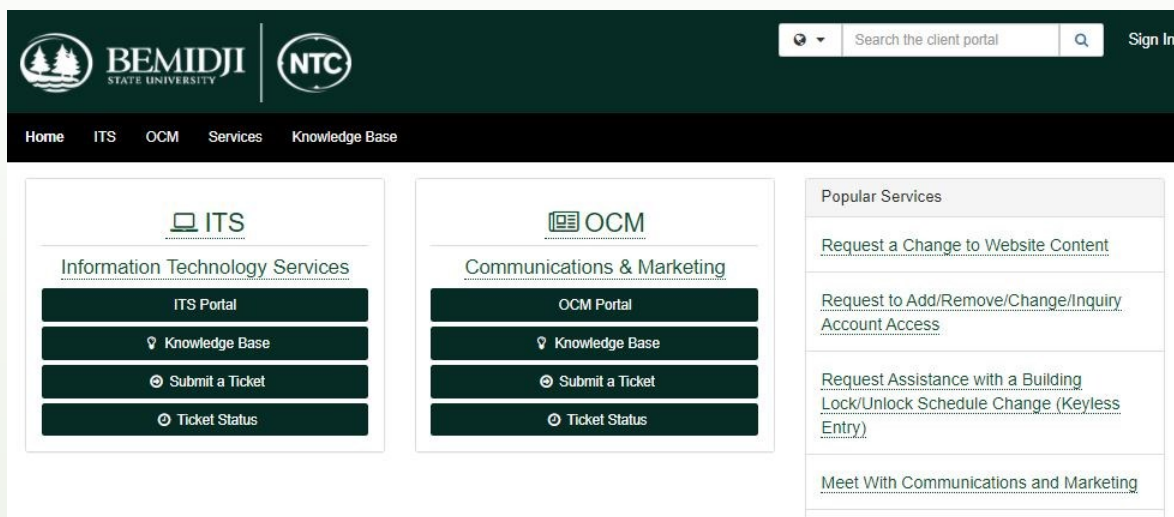
1. Navigate to the StarID website: <https://starid.minnstate.edu>
2. Select 'Sign in to Profile'
3. Enter your StarID and Password.
4. Select 'Sign In'
5. Near the top of the page select 'Office 365 Contact'
6. Near the bottom of the page select 'New Student Contact Card'
7. You should be presented with a list of valid email addresses.
8. Select the desired email.

It may take a couple hours to reflect the changes. If you have any questions or problems with this please contact the Service Desk.

Where do I go for help?

The Information Technology Service Desk has numerous Knowledge Base articles for reference. Select the Search box from the menu bar and begin typing to populate Knowledge Base articles, or Service Request suggestions. Service Requests allow you to submit a ticket by selecting "Get Help" or "Request Service". Sign in using StarID@go.minnstate.edu and your StarID password.

<https://bemidjistate.edu/go/help>



You can also call the Service Desk at 218-755-3777 to have one of our helpful technicians assist you over the phone. We are also able to remote connect to your computer to assist resolving your problems regardless of your physical location.

You can also stop by to get assistance in person by coming to Deputy 161

How can we help?

Information Technology Services

Deputy Hall 161

Box#26

218-755-3777

Operating Hours

Monday-Friday 8:00am—4:00pm

<https://bemidjistate.edu/go/help>

<https://bemidjistate.edu/go/KB>