# Nursing Student Verification Process & Computer Training

## New Students

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### Verification:
- **All nursing students** must enroll in the verification system each semester. This includes students having clinical at Froedtert & the Medical College of Wisconsin, Community Memorial Hospital (CMH), St. Joseph’s Hospital West Bend (SJH) or Community Physician (CP) Clinics.
- **Verification Link:** [http://fmlh-education.com/son](http://fmlh-education.com/son). Enter your school email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign a confidentiality agreement.
- If you do not receive an email back from the system - check your junk/spam mail.
- See Student Verification Tip Sheet for questions/problems with verification (located on website).
- **Verification:** school coordinator verifies students when the requirements are met.

### Learning Center Extension (student learning center - this is not the staff learning center):
- Receive an email from the Froedtert Learning Center within 48 hours after validation by the school.
- **Online Training Modules:** All students are required to complete the following online modules prior to the start of clinical:
  - *Safety Training 2017* (appropriate sections to be completed for each clinical area)
  - *Compliance 2016*
  - *Information Technology Security Expectations*
  - Handbook for Nursing Instructors/Students & Handbook for Instructors/Students
  - **RN Student Epic Online Training 2017** (new students who have not previously attended training).

  **Complete all RN Epic Online Training modules and all other required modules prior to attending RN Student Epic Class or you will be sent home from class.**
  *Exception: Froedtert Health staff members*

### Computer Training/Access - RN Student Epic Class:
- **All students are required to attend the 2 hour RN Student Epic class prior to starting clinical.** (Exception: any student who has previously attended the Froedtert RN Student EPIC Class). Classes are limited - sign up early.
- Students who are staff members in another role who have completed epic training or who have completed epic training at another facility must still attend computer training.
- **Registration is required for the RN Student Epic Class.** Students who show up for a classroom session without registering will not be allowed to stay.
- To enroll in a class follow the directions on the home page of the Learning Center Extension.
- Students going to areas requiring additional and/or other computer training will be notified by their instructor/coordinator.
- Computer documentation class dates/times/locations are subject to change.
- Computer classes may be cancelled due to low enrollment. Students will be notified if a class will be cancelled.
- Students who attend the RN Student Epic class will receive network/epic login information at the end of class.
- Student access is set up on an electronic student spreadsheet
- **Froedtert Health staff members:** your student access is separate from your employee access.
## Returning Students

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### Returning Students:
- All students must enroll in the verification system each Semester.
- Verification Link: [http://fmlh-education.com/son](http://fmlh-education.com/son). Enter your school email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign a confidentiality agreement.
- If you do not receive an email back from the system - check your junk/spam mail.
- See Student Verification Tip Sheet for questions/problems with verification (located on website).
- Verification: school coordinator verifies students when the requirements are met.
- Learning Center Extension - use school email address and password from previous clinical to access the learning center. Contact Organizational Learning for password reset if needed 414-805-5393.

### Online Training Modules:
- complete the following online modules prior to the start of clinical:
  - *Safety Training 2017* (appropriate sections to be completed for each clinical area)
  - *Compliance 2016*
  - *Information Technology Security Expectations*
  - Handbook for Nursing Instructors/Students & Handbook Instructors/Students

### Computer Training/Access:
- if you have previously attended the Froedtert RN Student EPIC Class, call the Froedtert Help Desk 414-805-2101 to obtain network log in/password and Epic log in/password on the first day of clinical. This will not be ready for at least 48 hours after you have been verified in the student verification system.
- Student access is set up on an electronic student spreadsheet (Do not complete a CAR form).
- Froedtert Health staff members: your student access is separate from your employee access.

### General Information

#### Parking:
- Froedtert Hospital: Student parking is available on Wisconsin Avenue and side streets only. This includes parking for clinical, prep and computer training. Student parking will not be validated. Carpooling is recommended. Children’s Hospital is not available for student parking. See Parking handout on Froedtert website: [http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/](http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/)
- Community Memorial Hospital: [http://intranet.froedtert.com/?id=16907&sid=2](http://intranet.froedtert.com/?id=16907&sid=2)

#### Forms:
- and information available on the Professional Education: Undergraduate Nursing website: [http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/](http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/)

#### Questions:
- Student Hotline: 414-805-8000
- Contact your instructor, preceptor or:
  - Froedtert & Medical College of Wisconsin Students: Jane Hendricks, Jane.Hendricks@froedtert.com, 414-805-5392
  - Community Memorial, St. Joseph’s WB, and CP Clinic Students: Amy Tyznik, Amy.Tyznik@froedtert.com, 262-257-3241
- Do not call the Froedtert Help Desk for questions.