# Psychology Clerkship – Student Verification Process

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<th>To Do</th>
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## Student Verification:
- Enroll in the verification system **annually** by May 1<sup>st</sup> 2017. This includes all students having practicum at Froedtert & the Medical College of Wisconsin, Community Memorial Hospital (CMH), St. Joseph’s Hospital West Bend (SJH) or Community Physician (CP) Clinics.
- Click on Verification Link: [http://fmhl-education.com/son](http://fmhl-education.com/son) and enter **school** email address
  - Receive a return email from the verification system to validate your email address (check your junk/spam mail if you do not receive a return email)
  - Create a semester
  - Complete information including security questions
  - Electronically sign confidentiality agreement
  - Verification completed by school coordinator when student validation requirements are met

## Learning Center Extension (student learning center):
- Receive an email from the Froedtert Learning Center 24-48 hours after verification by the school
- **Complete Online Training Modules:** All students are required to complete the following online modules prior to the start of practicum (additional modules may be assigned during the time you are in clinical):
  - Safety Training 2017 (appropriate sections to be completed for each practicum area)
  - Compliance 2016/17
  - Information Technology Security Expectations
  - Student Handbook

## Computer Training/Access:
- Attend required in person epic computer training (class date/time and location will be sent to you)
- Complete all required online modules prior to attending in person epic computer training. Network and epic access will be ready upon completion of computer training class.

## Additional student information:

- Complete unit/department specific orientation as directed.

## Questions:
- **Student Hotline:** 414-805-8000
- Contact your instructor, preceptor or Jane Hendricks, [Jane.Hendricks@froedtert.com](mailto:Jane.Hendricks@froedtert.com), 414-805-5392
- Do not call the Froedtert Help Desk for questions