# Psychology Clerkship – Student Verification Process

<table>
<thead>
<tr>
<th>To Do</th>
</tr>
</thead>
</table>

**Student Verification:**
- Enroll in the verification system **annually by May 1st 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://fmlh-education.com/son](http://fmlh-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
  - School coordinator is notified of your enrollment and is responsible to verify you when the validation requirements are met. Contact your school coordinator with any questions.

**Learning Center Extension** (student learning center):
- Receive an email from the Froedtert Learning Center **48 hours after verification by school coordinator**.
- **Online Training Modules**: All students are required to complete the following modules prior to the start of practicum (additional modules may be assigned during the time you are in clinical):
  - Safety Training (appropriate sections to be completed for each practicum area)
  - Compliance – Privacy Expectations
  - Compliance – Ethics & the Code of Business Conduct
  - 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.

**Form to Complete & Return**
- [Student Unit Department Orientation Checklist](#) - print from [Student Experiences Website](#), complete, and return.

**Forms and information** - [Student Experiences Website](#)

**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