# Student Verification Process (Non-Nursing)

## New Students

<table>
<thead>
<tr>
<th>To Do</th>
<th>Verification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• All students must enroll in the verification system each semester. This includes students having clinical at Froedtert &amp; the Medical College of Wisconsin, Community Memorial Hospital (CMH), St. Joseph’s Hospital West Bend (SJH) or Community Physician (CP) Clinics.</td>
</tr>
<tr>
<td></td>
<td>• Verification Link: <a href="http://fmlh-education.com/son">http://fmlh-education.com/son</a>. 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.</td>
</tr>
<tr>
<td></td>
<td>• If you do not receive an email back from the system - check your junk/spam mail.</td>
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<tr>
<td></td>
<td>• See Student Verification Tip Sheet for questions/problems with verification (located on website).</td>
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<tr>
<td></td>
<td>• Verification: school coordinator verifies students when the requirements are met.</td>
</tr>
</tbody>
</table>

### Learning Center Extension (student learning center - this is not the staff learning center):

- Receive an email from the Froedtert Learning Center 48 hours after verification by the school.
- **Online Training Modules:** All students are required to complete the following online modules prior to the start of clinical:
  - *Safety Training 2016* (appropriate sections to be completed for each clinical area)
  - *Compliance 2016*
  - *Information Technology Security Expectations*
  - Handbook for Instructors/Students
  - **Exception:** Froedtert Health staff members

### Computer Access (if applicable):

- Enroll in the Student Verification process, be verified, and receive an email from the Learning Center Extension prior to the first clinical day.
- Call the Froedtert Help Desk 414-805-2101 to obtain network/epic log in and password on the first clinical day.
- 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

<table>
<thead>
<tr>
<th>To Do</th>
<th>Returning Students:</th>
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<tbody>
<tr>
<td></td>
<td>• All students must enroll in the verification system each Semester.</td>
</tr>
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<td></td>
<td>• Verification Link: <a href="http://fmlh-education.com/son">http://fmlh-education.com/son</a>. 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.</td>
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<td>• If you do not receive a return email - check your junk/spam email.</td>
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<tr>
<td></td>
<td>• See Student Verification Tip Sheet for questions/problems with verification (located on website).</td>
</tr>
<tr>
<td></td>
<td>• Verification: school coordinator validates students when the requirements are met.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
</tbody>
</table>
|       | • Online Training Modules: complete the following online modules prior to the start of clinical:
  - *Safety Training 2016* (appropriate sections to be completed for each clinical area)
  - *Compliance 2016* (Privacy Expectations)
  - *Information Technology Security Expectations*
  - Handbook for Instructors/Students
|       | • Computer Access: 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.
- 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 Student Experiences Website:

- Complete unit/department specific orientation as directed by your instructor/preceptor.

## Questions:
- Student Hotline: 414-805-8000
- Contact your instructor, preceptor or:
  - Froedtert & Medical College of Wisconsin Students: Jane Hendricks,
    [Jane.Hendricks@froedtert.com](mailto:Jane.Hendricks@froedtert.com), 414-805-5392
  - Community Memorial, St. Joseph’s WB, and CP Clinic Students: Jan Koleas,
    [Jan.Koleas@froedtert.com](mailto:Jan.Koleas@froedtert.com), 262-257-3242
- Do not call the Froedtert Help Desk for questions.

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