



Certified Anesthesiologist Assistant (CAA) Student Verification Process

New Students	
✓	To Do
<input type="checkbox"/>	<p><u>Verification:</u></p> <ul style="list-style-type: none"> • All students must enroll in the verification system annually at least 10 days prior to the start of <u>clinical</u> or Learning Center and Computer Access may not be ready. This includes students having clinical at Froedtert Hospital, Froedtert Menomonee Falls Hospital (FMFH), Froedtert West Bend Hospital (FW, Community Physicians Clinics). • Click on the Verification Link and enter your <u>school</u> 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 the confidentiality agreement. • Check your junk/spam if you do not receive an email back from the system. See Student Verification Tip Sheet for questions/problems with verification. • School coordinator is notified of your enrollment and is responsible to verify you when the requirements are met. Contact your school coordinator with any questions.
<input type="checkbox"/>	<p><u>Student Learning Center:</u></p> <ul style="list-style-type: none"> • Receive email from the system 48 hours <u>after verification by school coordinator</u>. • Learning Center Modules: all students are required to complete the assigned modules prior to the start of clinical.
<input type="checkbox"/>	<p><u>Computer Access:</u></p> <ul style="list-style-type: none"> • Enroll in the Student Verification System, be verified, and receive an email from the Learning Center 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. Access will not be ready for at least 72 hours after you have been verified in the student verification system. • If asked by IT - student access is set up on an electronic student spreadsheet. <p>Froedtert Health staff members: student access is separate from employee access.</p>
<input type="checkbox"/>	<p><u>Form to Complete & Return</u></p> <p>Student Unit Department Orientation Checklist - print, complete, and return to StudentDeptChecklists@froedtert.com.</p>
Returning Students	
✓	To Do
<input type="checkbox"/>	<p><u>Returning Students:</u></p> <ul style="list-style-type: none"> • All students must enroll in the verification system annually - Verification Link (see verification information above). This will reactivate your network/epic access. • Learning Center: Learning Center Link <ul style="list-style-type: none"> ○ Receive email from the system 48 hours <u>after verification by school coordinator</u>. ○ Complete any new/updated assigned modules. • Computer Access: call the Froedtert Help Desk 414-805-2101 to obtain network and epic log in/password on the first day of clinical. Access will not be ready for at least 72 hours after you have been verified in the student verification system. • Student Unit Department Orientation Checklist - print, complete, and return to StudentDeptChecklists@froedtert.com (if you change units/locations).

General Information	
	<p><u>Parking:</u> Froedtert Hospital: See Froedtert Hospital Student Parking Froedtert Menomonee Falls Hospital: Froedtert Menomonee Falls Hospital Parking St. Joseph's Hospital West Bend: park in the front parking lot of the building</p>
	<p><u>Forms and information</u> - Student Experiences Website</p>
	<p><u>Questions:</u></p> <ul style="list-style-type: none">• Student Hotline: 414-805-8000• Contact your instructor, preceptor or Undergradstudents@froedtert.com• Do not call the Froedtert Help Desk for questions.