# Certified Anesthesiologist Assistant (CAA) Student Verification Process

## New Students

### To Do

#### Verification:
- **All students** must enroll in the verification system **annually** at least 10 days prior to the start of clinical. This includes students having clinical at Froedtert Hospital, Froedtert Menomonee Falls Hospital, Froedtert West Bend Hospital, Community Physicians Clinics.
- Click on the [Verification Link](#) and 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 the confidentiality agreement.
- Check your junk/spam if you do not receive an email back from the system (see Student Verification Tip Sheet on website 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.

#### Student Learning Center:
- Receive email from the system **48 hours after verification** by school coordinator.
- **Learning Center Modules:** all students are required to complete the assigned modules prior to the start of clinical.

#### Computer Access:
- 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 48 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.

**Froedtert Health staff members:** student access is separate from employee access.

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

## Returning Students

### To Do

#### Returning Students:
- **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](#)
  - Use school email address and password from previous clinical/ rotation to access the learning center. Returning students will not receive another email from the Learning Center.
  - 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 48 hours after you have been verified in the student verification system.
- **Student Unit Department Orientation Checklist** - print from [Student Experiences Website](#), complete, and return (if you change units/locations).
<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td><strong>Parking:</strong></td>
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<tr>
<td>Froedtert Hospital: student parking is available on Wisconsin Avenue and side streets only. This includes parking for clinical, prep and computer training. Carpooling is recommended. Children’s Hospital is not available for student parking. See Parking handout: <a href="#">Froedtert Parking</a> Froedtert Menomonee Falls Hospital: <a href="#">Froedtert Menomonee Falls Hospital Parking</a> St. Joseph’s Hospital West Bend: park in the front parking lot of the building</td>
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<th>Forms and information - <a href="#">Student Experiences Website</a></th>
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<tr>
<td><strong>Questions:</strong></td>
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<tr>
<td>- Student Hotline: 414-805-8000</td>
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<tr>
<td>- Contact your instructor, preceptor or <a href="mailto:nunnursingstudents@froedtert.com">nunnursingstudents@froedtert.com</a></td>
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<tr>
<td>- Do not call the Froedtert Help Desk for questions.</td>
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