



Certified Anesthesiologist Assistant (CAA) Student Verification Process

	New Students
✓	To Do
<input type="checkbox"/>	<p>Verification:</p> <ul style="list-style-type: none"> • All students must enroll in the verification system every semester at least 10 days prior to the start of clinical 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 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 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>Student Learning Center:</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>Computer Access:</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>Form to Complete & Return</p> <p>Student Unit Department Orientation Checklist - print, complete, and return to StudentDeptChecklists@froedtert.com.</p>
	Returning Students
✓	To Do
<input type="checkbox"/>	<p>Returning Students:</p> <ul style="list-style-type: none"> • All students must enroll in the verification system every semester - 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 after verification by school coordinator. ○ 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.