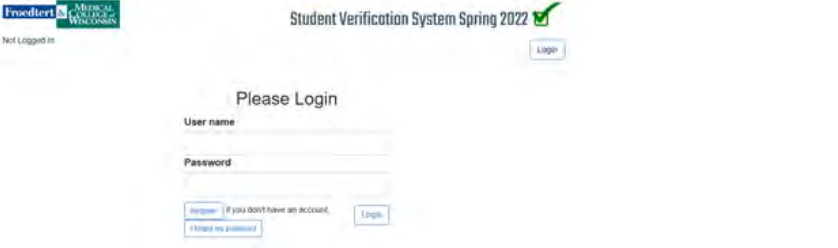
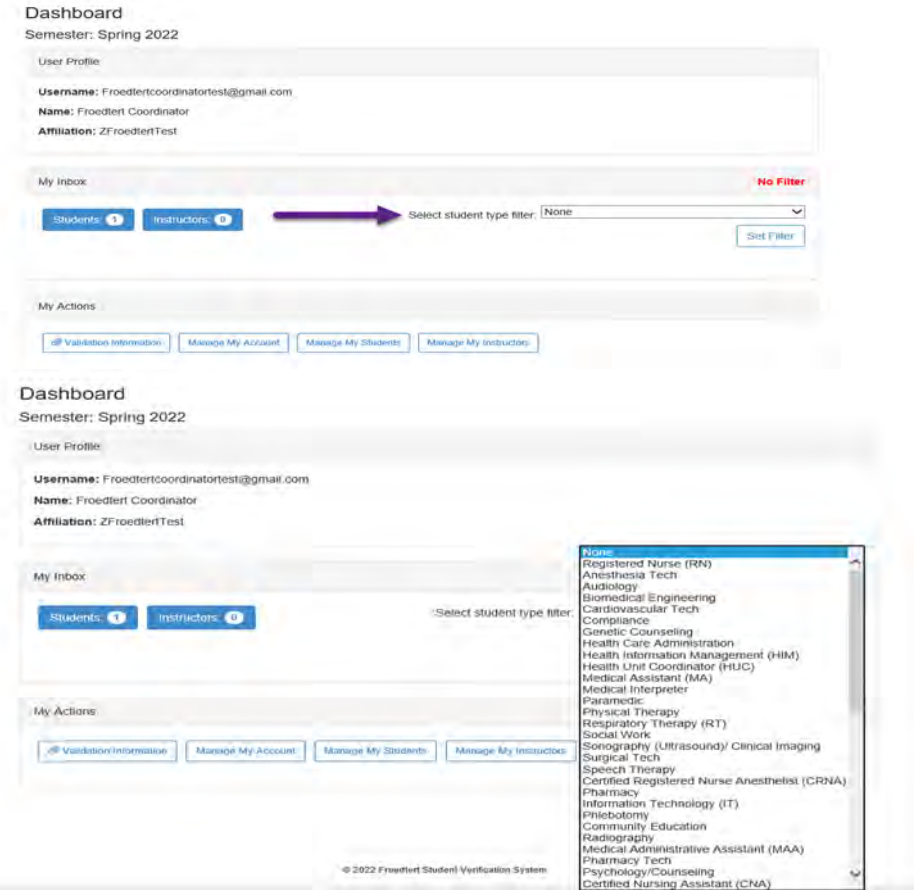
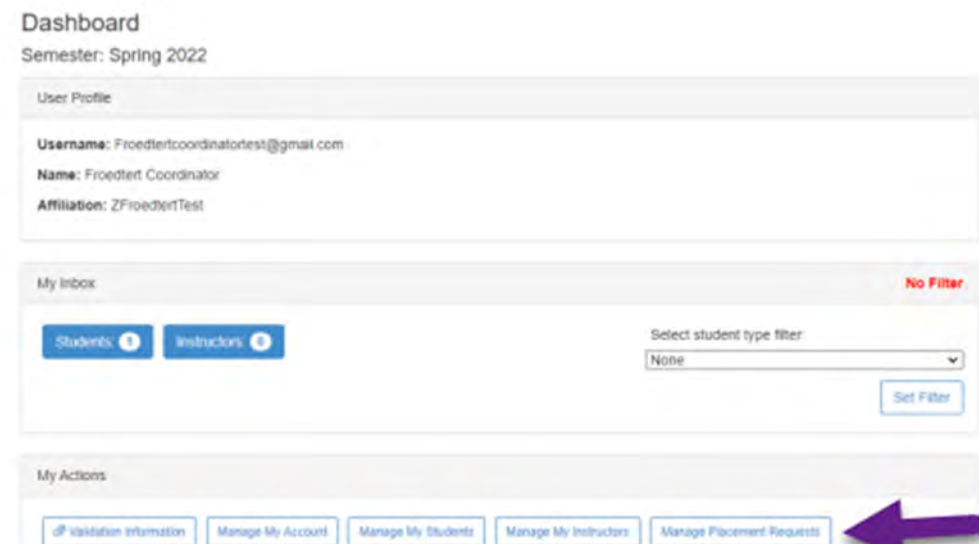


Coordinator Student Verification System Tip Sheet

Actions	Screenshots
<p>1. You will need an account created for you by a Froedtert Health Student Coordinator to gain access to place student request.</p>	
<p>2. You will be brought to your user profile.</p> <ul style="list-style-type: none"> Here you can select student type filter if wanted. 	
<p>3. Manage Placement requests.</p> <ul style="list-style-type: none"> You will select manage placement request to get to screen to place your student request. 	


Coordinator Student Verification System Tip Sheet








4. Select create new placement request

Dashboard Manage Placement Requests for ZFroedtertTest

Search Filter out Approved:

Filter Request Type: --Select--
 Filter Location: --Select--
 Filter Department: --Select--
 Filter Student Type: --Select--



Placement Request ID	Coordinator Firstname	Coordinator Lastname	Affiliation	Student Type	Location	Department	Request Type	Actions
76	Froedtert	Coordinator	ZFroedtertTest	Anesthesia Tech	Froedtert Hospital	Operating Room/Surgery	Individual	Approved  
77	Froedtert	Coordinator	ZFroedtertTest	Athletic Trainer	Froedtert Hospital Clinics	Rehab Medicine Clinic	Group	Approved  
78	Froedtert	Coordinator	ZFroedtertTest	Anesthesia Tech	Froedtert Hospital	4NE (Internal Medicine)	Individual	Approved  
83	Froedtert	Coordinator	ZFroedtertTest	Athletic Trainer	Froedtert Hospital	Rehabilitation Services	Individual	Waiting for Approval 

Coordinator Name: [Coordinator]

Coordinator Name

Coordinator Phone

Coordinator Email

Coordinator School

Select the type of placement request

Please select the student type

Requested Site
Note: Not all departments can accommodate all student types and/or groups. If you don't see a department listed, contact the Froedtert System Educator.

Department Name

Requested Start Date

Requested End Date

Total Hours Needed

How many hours per week are needed?

How many days per week are needed?

Days of Week
Note: Select preferred days or leave blank if no preference.

Requested or Available Start Time
Note: If no preference, leave blank.

Requested or Available End Time
Note: If no preference, leave blank.

Has the department already approved this request?
Note: Not applicable to nursing requests; all communications regarding nursing students should be through the System Educator.

Preceptor Name
Note: Fill in only if a specific preceptor is being requested.

Course Description/Objectives

Clinical Requirements and Additional Details
Example: specific credential requirements, required specialties, etc.

Coordinator Student Verification System Tip Sheet

5. Here is your placement request approved and waiting to be approved view.

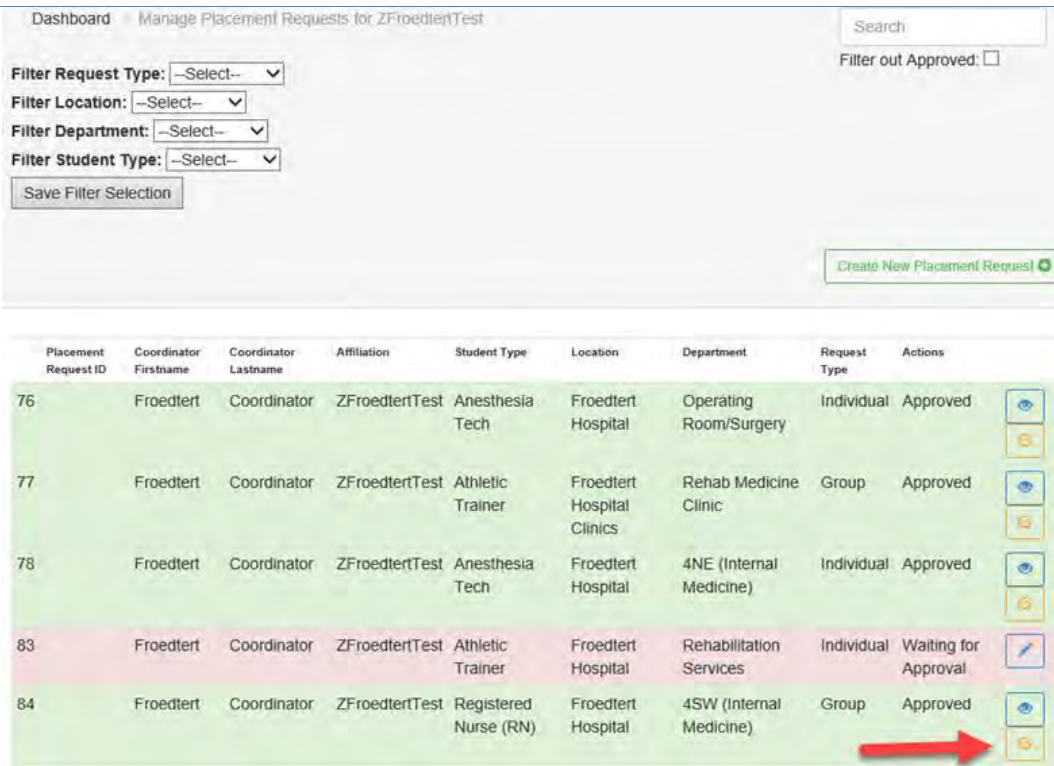
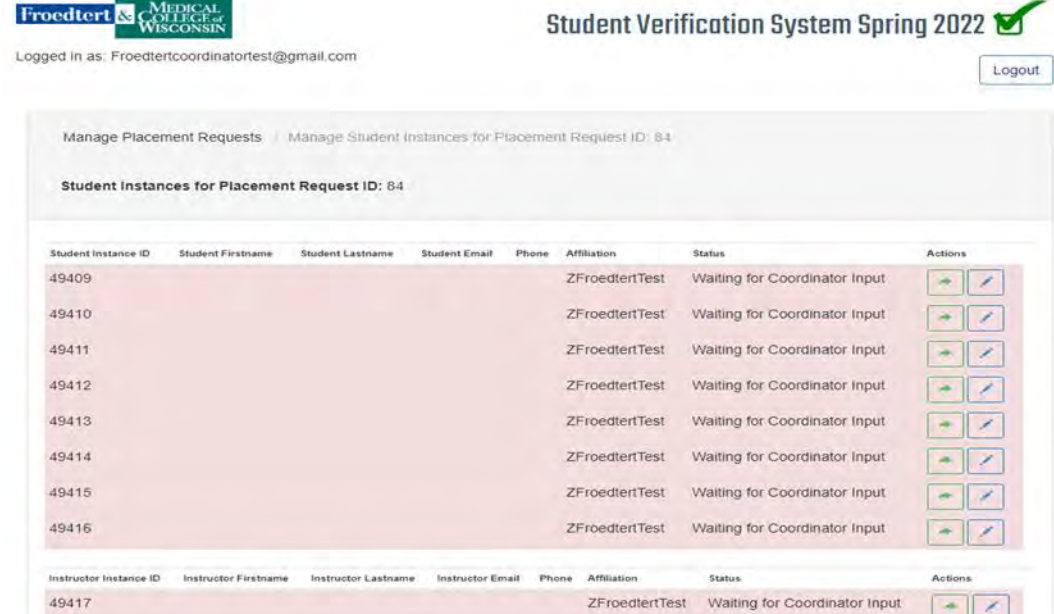
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83	Froedtert	Coordinator	ZFroedtertTest	Athletic Trainer	Froedtert Hospital	Rehabilitation Services	Individual	Waiting for Approval
84	Froedtert	Coordinator	ZFroedtertTest	Registered Nurse (RN)	Froedtert Hospital	4SW (Internal Medicine)	Group	Waiting for Approval

- Green color indicates approved by Froedtert Health Coordinator.
- Pink color indicates waiting for approval by Froedtert Health Coordinator.

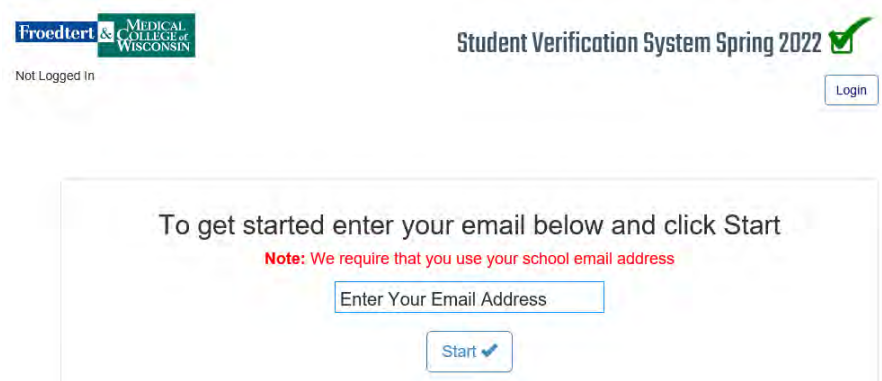
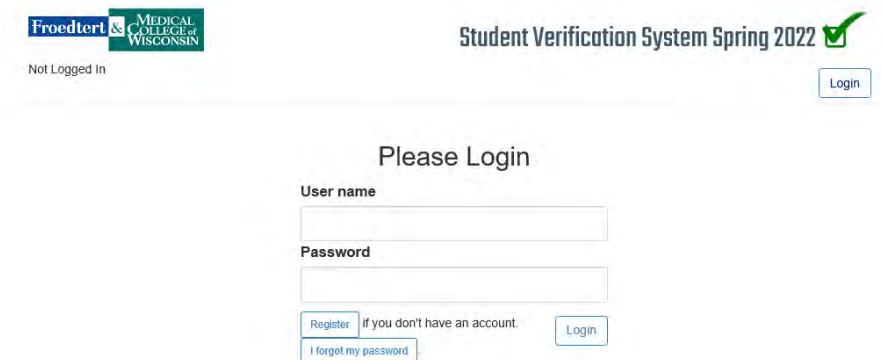
6. You have the ability to edit your request until the request is approved by Froedtert Health Coordinator.

Placement Request ID	Coordinator Firstname	Coordinator Lastname	Affiliation	Student Type	Location	Department	Request Type	Actions
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Coordinator Student Verification System Tip Sheet

Actions	Screenshots																																																																																								
<p>Once approved by Froedtert Health Coordinator.</p> <ol style="list-style-type: none"> 1. If a group request, you will receive an approved email to than go into the system to place all student and instructor names and emails in. 2. If an individual request, you will receive approved email and if all the student information (first and last name, email and phone number) is already inputted the student will receive an email with the link to the student verification system to complete the process. If all the student information is not in, you will receive an approved email needing to input the student name and email. 3. Click on edit this request student instance (red arrow pictured) 	 <p>Dashboard > Manage Placement Requests for ZFroedtertTest</p> <p>Search <input type="text"/></p> <p>Filter out Approved: <input type="checkbox"/></p> <p>Filter Request Type: --Select--</p> <p>Filter Location: --Select--</p> <p>Filter Department: --Select--</p> <p>Filter Student Type: --Select--</p> <p>Save Filter Selection</p> <p>Create New Placement Request</p> <table border="1"> <thead> <tr> <th>Placement Request ID</th> <th>Coordinator Firstname</th> <th>Coordinator Lastname</th> <th>Affiliation</th> <th>Student Type</th> <th>Location</th> <th>Department</th> <th>Request Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>76</td> <td>Froedtert</td> <td>Coordinator</td> <td>ZFroedtertTest</td> <td>Anesthesia Tech</td> <td>Froedtert Hospital</td> <td>Operating Room/Surgery</td> <td>Individual</td> <td>Approved</td> </tr> <tr> <td>77</td> <td>Froedtert</td> <td>Coordinator</td> <td>ZFroedtertTest</td> <td>Athletic Trainer</td> <td>Froedtert Hospital Clinics</td> <td>Rehab Medicine Clinic</td> <td>Group</td> <td>Approved</td> </tr> <tr> <td>78</td> <td>Froedtert</td> <td>Coordinator</td> <td>ZFroedtertTest</td> <td>Anesthesia Tech</td> <td>Froedtert Hospital</td> <td>4NE (Internal Medicine)</td> <td>Individual</td> <td>Approved</td> </tr> <tr> <td>83</td> <td>Froedtert</td> <td>Coordinator</td> <td>ZFroedtertTest</td> <td>Athletic Trainer</td> <td>Froedtert Hospital</td> <td>Rehabilitation Services</td> <td>Individual</td> <td>Waiting for Approval</td> </tr> <tr> <td>84</td> <td>Froedtert</td> <td>Coordinator</td> <td>ZFroedtertTest</td> <td>Registered Nurse (RN)</td> <td>Froedtert Hospital</td> <td>4SW (Internal Medicine)</td> <td>Group</td> <td>Approved</td> </tr> </tbody> </table>	Placement Request ID	Coordinator Firstname	Coordinator Lastname	Affiliation	Student Type	Location	Department	Request Type	Actions	76	Froedtert	Coordinator	ZFroedtertTest	Anesthesia Tech	Froedtert Hospital	Operating Room/Surgery	Individual	Approved	77	Froedtert	Coordinator	ZFroedtertTest	Athletic Trainer	Froedtert Hospital Clinics	Rehab Medicine Clinic	Group	Approved	78	Froedtert	Coordinator	ZFroedtertTest	Anesthesia Tech	Froedtert Hospital	4NE (Internal Medicine)	Individual	Approved	83	Froedtert	Coordinator	ZFroedtertTest	Athletic Trainer	Froedtert Hospital	Rehabilitation Services	Individual	Waiting for Approval	84	Froedtert	Coordinator	ZFroedtertTest	Registered Nurse (RN)	Froedtert Hospital	4SW (Internal Medicine)	Group	Approved																																		
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<p>Below is the needed information that must be entered for the student.</p> <ul style="list-style-type: none"> • Click edit button (pencil image) to input student/instructor information <ol style="list-style-type: none"> 4. Once entering student/instructor information click green arrow under Actions. This will send the verification link to the student/instructor to complete the process. 	 <p>Froedtert MEDICAL COLLEGE OF WISCONSIN</p> <p>Logged in as: Froedtertcoordinatorstest@gmail.com</p> <p>Student Verification System Spring 2022</p> <p>Logout</p> <p>Manage Placement Requests > Manage Student Instances for Placement Request ID: 84</p> <p>Student Instances for Placement Request ID: 84</p> <table border="1"> <thead> <tr> <th>Student Instance ID</th> <th>Student Firstname</th> <th>Student Lastname</th> <th>Student Email</th> <th>Phone</th> <th>Affiliation</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>49409</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> <tr> <td>49410</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> <tr> <td>49411</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> <tr> <td>49412</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> <tr> <td>49413</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> <tr> <td>49414</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> <tr> <td>49415</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> <tr> <td>49416</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Instructor Instance ID</th> <th>Instructor Firstname</th> <th>Instructor Lastname</th> <th>Instructor Email</th> <th>Phone</th> <th>Affiliation</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>49417</td> <td></td> <td></td> <td></td> <td></td> <td>ZFroedtertTest</td> <td>Waiting for Coordinator Input</td> <td></td> </tr> </tbody> </table>	Student Instance ID	Student Firstname	Student Lastname	Student Email	Phone	Affiliation	Status	Actions	49409					ZFroedtertTest	Waiting for Coordinator Input		49410					ZFroedtertTest	Waiting for Coordinator Input		49411					ZFroedtertTest	Waiting for Coordinator Input		49412					ZFroedtertTest	Waiting for Coordinator Input		49413					ZFroedtertTest	Waiting for Coordinator Input		49414					ZFroedtertTest	Waiting for Coordinator Input		49415					ZFroedtertTest	Waiting for Coordinator Input		49416					ZFroedtertTest	Waiting for Coordinator Input		Instructor Instance ID	Instructor Firstname	Instructor Lastname	Instructor Email	Phone	Affiliation	Status	Actions	49417					ZFroedtertTest	Waiting for Coordinator Input	
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Coordinator Student Verification System Tip Sheet

Actions	Screenshots
<p>Information the student will see when logging into student verification system link</p> <p>New user: Will register with email and receive the following message.</p>	 <p>The screenshot shows the registration page for the Student Verification System Spring 2022. At the top left is the Froedtert & Medical College of Wisconsin logo. At the top right, it says "Student Verification System Spring 2022" with a green checkmark icon and a "Login" button. Below the logo, it says "Not Logged In". The main content area has a box with the text: "To get started enter your email below and click Start". Below this is a red note: "Note: We require that you use your school email address". There is an input field labeled "Enter Your Email Address" and a "Start" button with a checkmark icon.</p> <p>After clicking Start:</p> <p>We sent you an activation email!</p> <p>Please click the activation link that is contained to get started with the verification process.</p>
<p>Returning user: will login in with user name (school email) and use previous created password</p>	 <p>The screenshot shows the login page for the Student Verification System Spring 2022. At the top left is the Froedtert & Medical College of Wisconsin logo. At the top right, it says "Student Verification System Spring 2022" with a green checkmark icon and a "Login" button. Below the logo, it says "Not Logged In". The main content area has the heading "Please Login". There are two input fields: "User name" and "Password". Below the input fields are two buttons: "Register if you don't have an account" and "Login". There is also a link that says "I forgot my password".</p>

Coordinator Student Verification System Tip Sheet

1. Student will need to click finish input.

The screenshot shows the user interface of the Student Verification System. At the top left is the Froedtert & Medical College of Wisconsin logo. The user is logged in as 'froedtertstudenttest@gmail.com'. A 'Logout' button is in the top right. The main content area is titled 'Dashboard' and contains three sections: 'User Profile' with fields for Username, Name, and Affiliation; 'My Actions' with a 'Manage My Account' button; and 'Semester History' which is a table with columns for Instance Id, Date Created, and Status. The table contains one entry with Instance Id 49255 and Date Created 4/4/2022 11:25:55 AM. The status column shows two buttons: 'Waiting for Student Input' and 'Finish Input'.

Instance Id	Date Created	Status
49255	Date Created 4/4/2022 11:25:55 AM	Waiting for Student Input Finish Input

2. The student will need to enter their three security questions and click continue.

The screenshot shows the 'Security Questions' step of the verification process. It is titled 'Step 1' and 'Step 2'. The instructions state: 'Please fill out the answers to the security questions below, these will be asked to verify your identity.' There are three questions, each with a text input field and a red 'X' button to the right: 'Model of your first car?', 'Father's Middle Name?', and 'What city you were born in?'. A green 'Continue >>' button is at the bottom.

Coordinator Student Verification System Tip Sheet

3. Read and agree to general confidentiality.

Final Step!

GENERAL CONFIDENTIALITY REQUIRED BY ALL:

NOTE: YOU MUST READ THE STATEMENT BELOW AND CHECK THE I AGREE BUTTON!

By Clicking button below you agree with terms and conditions

I agree to the statment below ✓

GENERAL CONFIDENTIALITY REQUIRED BY ALL:

NOTE: Read the following then scroll to the bottom of the page and click the agreement link, if you do not click the link your information will not be submitted. As a condition of my use, access, and/or disclosure of confidential Froedtert Health or any Froedtert Health Affiliate (collectively FH) information, I understand that I am responsible for my actions and agree to protect and secure confidential information and will abide by the requirements set forth in this Agreement. I understand that the obligations under this Agreement will continue even after my employment or business relationship has ended with FH. I agree to the following:

- 1. I will protect and secure confidential information. Confidential information includes Protected Health Information (PHI), workforce information and/or any business related information, in any format, that is not publicly available.
- 2. I will only access, use, disclose, copy, print, review, alter, store, retain, remove or destroy confidential information as authorized to carry out approved and legitimate job functions, and in accordance with applicable policies and procedures and State and Federal regulations.
- 3. I will not access, use and/or disclose my own PHI or the PHI of my family, friends, co-workers, neighbors, media story patients or any other patients for personal reasons or for any other non-job duty related purpose. (Examples of PHI include: all patient information medical record information, appointment date/time, demographics, billing, room number, etc.)
- 4. I understand that if I or my family members need information about appointments, care or services with any FH Affiliate, the approved process is to

Verification Coordinator next steps

1. Verification Coordinators will receive a weekly communication of student's waiting to be verified by them.
2. Student/Instructor's must meet all requirements before they can be verified.

Coordinators will see student waiting to be verified in their Dashboard

Coordinator Student Verification System Tip Sheet

Dashboard

Semester: Fall 2022

User Profile

Username: Froedtertcoordinatorstest@gmail.com

Name: Froedtert Coordinator

Affiliation: ZFroedtertTest

My Inbox

No Filter

Students: 0

Instructors: 0

Select student type filter:

Set Filter

My Actions

[Validation Information](#)

[Manage My Account](#)

[Manage My Students](#)

[Manage My Instructors](#)

[Manage Placement Requests](#)