



Nursing Student Verification Process & Computer Training

	New Students
✓	To Do
<input type="checkbox"/>	<p><u>Verification:</u></p> <ul style="list-style-type: none"> • All nursing students must enroll in the verification system <u>each semester</u>. This includes students having clinical at Froedtert Hospital, Froedtert Menomonee Falls Hospital, Froedtert West Bend Hospital, or Community Physicians (CP) 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 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.
<input type="checkbox"/>	<p><u>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 modules as assigned prior to the start of clinical. • Exception: Froedtert staff members are only required to complete the modules they have not completed as a staff member. • <u>RN Student Epic Online Training</u> (new students who have not previously attended training). <u>**Complete all RN Epic Online Training modules and all other required modules prior to attending RN Student Epic Class or you will be sent home from class.</u>
<input type="checkbox"/>	<p><u>Computer Training/Access - RN Student Epic Class:</u></p> <ul style="list-style-type: none"> • <u>All students are required to attend the 2 hour RN Student Epic class prior to starting clinical</u> (Exception: any student who has previously attended the Froedtert RN Student EPIC Class). • Classes are limited - sign up early. • Students who are staff members in another role who have completed epic training or who have completed epic training at another facility must still attend computer training. • Registration is required for the RN Student Epic Class. Enroll in a class through the Learning Center. • Students who show up for a classroom session without registering may not be allowed to stay. • Students going to areas requiring additional and/or other computer training will be notified by their instructor/coordinator. • Computer documentation class dates/times/locations are subject to change. • Computer classes may be cancelled due to low enrollment. Students will be notified if a class will be cancelled. • Students who attend the RN Student Epic class will receive network/epic login information at the end of class. • If asked by IT - student access is set up on an electronic student spreadsheet • Froedtert Health staff members: your student access is separate from your employee access.
<input type="checkbox"/>	<p><u>Form to Complete & Return</u></p> <p>Student Unit Department Orientation Checklist - print from Nursing Student Website, complete, and return.</p>

Returning Students	
✓	To Do
□	<p><u>Returning Students:</u></p> <ul style="list-style-type: none"> ● Verification: all students must enroll in the verification system each semester Verification Link (see Verification information above). ● Learning Center: Learning Center Link <ul style="list-style-type: none"> ○ 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: if you have previously attended the Froedtert RN Student EPIC class, 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 Nursing Student Website, complete, and return (if you have changed units/locations).
General Information	
	<p><u>Parking:</u></p> <p>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: Froedtert Parking</p> <p>Froedtert Menomonee Falls Hospital: Froedtert Menomonee Falls Hospital Parking</p> <p>St. Joseph's Hospital West Bend: park in the front parking lot of the building</p>
	<p><u>Forms and information</u> - Nursing Student Website</p>
	<p><u>Questions:</u></p> <ul style="list-style-type: none"> ● Student Hotline: 414-805-8000 ● Contact your instructor or preceptor or email nursingstudents@froedtert.com ● <u>Do not call the Froedtert Help Desk</u> for questions.