



Nursing Student Verification Process

	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. • Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready.
<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>**Complete RN Epic Online Training curriculum modules prior to the start of clinical.</u>
<input type="checkbox"/>	<p><u>Computer Access:</u></p> <ul style="list-style-type: none"> • 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. • IT access will not be emailed to students • 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 (you <u>may not</u> use your staff access).
<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
□	<p>Returning Students:</p> <ul style="list-style-type: none"> • Verification: all students must enroll in the verification system each semester Verification Link (see Verification information above). • Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready. • Learning Center: Learning Center Link <ul style="list-style-type: none"> ○ Receive email from the system 48 hours <u>after</u> verification by school coordinator. ○ Complete any new/updated assigned modules. • Computer Access: see previous computer access information. • Student Unit Department Orientation Checklist - print, complete and return to StudentDeptChecklists@froedtert.com (if you have changed units/locations).
General Information	
	<p>Parking: <u>Froedtert Hospital:</u> See Froedtert Hospital Student Parking <u>Froedtert Menomonee Falls Hospital:</u> Froedtert Menomonee Falls Hospital Parking <u>Froedtert West Bend Hospital:</u> park in the front parking lot of the building</p>
	<p>Forms and information - Nursing Student Website</p>
	<p>Questions:</p> <ul style="list-style-type: none"> • Student Hotline: 414-805-8000 • Contact your instructor or preceptor or email undergradstudents@froedtert.com • <u>Do not call the Froedtert Help Desk</u> for questions.