# Nursing Student Verification Process

## New Students

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### Verification:
- **All nursing students** must enroll in the verification system **each semester**. 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 **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 the [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.

### Learning Center:
- Receive email from the system **48 hours after verification** by school coordinator.
- **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.
- **Complete RN Epic Online Training curriculum modules prior to the start of clinical**.

### Computer Access:
- 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 **may not** use your staff access).

### Form to Complete & Return
- [Student Unit Department Orientation Checklist](#) - print, complete and return to [StudentDeptChecklists@froedtert.com](mailto:StudentDeptChecklists@froedtert.com).
## Returning Students

<table>
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<tbody>
<tr>
<td><strong>Returning Students:</strong></td>
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<tr>
<td>• <strong>Verification:</strong> all students must enroll in the verification system each semester <a href="#">Verification Link</a> (see Verification information above).</td>
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<tr>
<td>• Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready.</td>
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<tr>
<td>• <strong>Learning Center:</strong> <a href="#">Learning Center Link</a></td>
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<tr>
<td>o Receive email from the system 48 hours after verification by school coordinator.</td>
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<tr>
<td>o Complete any new/updated assigned modules.</td>
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<tr>
<td>• <strong>Computer Access:</strong> see previous computer access information.</td>
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<tr>
<td>• <strong>Student Unit Department Orientation Checklist</strong> - print, complete and return to <a href="mailto:StudentDeptChecklists@froedtert.com">StudentDeptChecklists@froedtert.com</a> (if you have changed units/locations).</td>
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### General Information

**Parking:**
- Froedtert Hospital: See [Froedtert Hospital Student Parking](#)
- Froedtert Menomonee Falls Hospital: [Froedtert Menomonee Falls Hospital Parking](#)
- Froedtert West Bend Hospital: park in the front parking lot of the building

### Forms and information - [Nursing Student Website](#)

### Questions:
- Student Hotline: 414-805-8000
- Contact your instructor or preceptor or email [undergradstudents@froedtert.com](mailto:undergradstudents@froedtert.com)
- Do not call the Froedtert Help Desk for questions.

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