# Nursing Student Verification Process

<table>
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<tr>
<th>New Students</th>
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<td>✓ To Do</td>
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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 **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:
- Students in a clinical group will receive network/epic login information from your instructor the first clinical day.
- Precepted students 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.
## Returning Students

<table>
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<tr>
<th>✓</th>
<th>To Do</th>
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<tr>
<td><strong>Returning Students:</strong></td>
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<tr>
<td>• Verification: 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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</tbody>
</table>
| • Learning Center: [Learning Center Link](#)  
  o Receive email from the system 48 hours after verification by school coordinator.  
  o 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

### 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
- Do not call the Froedtert Help Desk for questions.

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