



## Pharmacy Student Verification Process

	New Students
✓	To Do
<input type="checkbox"/>	<p><b><u>Verification:</u></b></p> <ul style="list-style-type: none"> <li>• <b>All students</b> must enroll in the Froedtert Health verification system <u>every semester</u> (Spring Semester: January 1-August 31; Fall Semester: September 1-December 31). This includes students having clinical at Froedtert Hospital, Froedtert Menomonee Falls Hospital (FMFH), Froedtert West Bend Hospital (FWBH), or Community Physicians Clinics (CP).</li> <li>• Click on the <a href="#">Verification Link</a> 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.</li> <li>• Check your junk/spam if you do not receive an email back from the system. See <a href="#">Student Verification Tip Sheet</a> for questions/problems with verification.</li> <li>• 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.</li> </ul>
<input type="checkbox"/>	<p><b><u>Learning Center:</u></b></p> <ul style="list-style-type: none"> <li>• Receive email from the system 48 hours <u>after verification by school coordinator</u>.</li> <li>• <b>Learning Center Modules:</b> all students are required to complete the modules as assigned prior to the start of clinical. <b>School Coordinator/Instructor will validate completion of modules.</b></li> <li>• Froedtert staff members are only required to complete the modules they have not completed as a staff member.</li> </ul>
<input type="checkbox"/>	<p><b><u>Computer Access:</u></b></p> <ul style="list-style-type: none"> <li>• Enroll in the Student Verification System, be verified, and receive an email from the Learning Center at least 10 days prior to the first clinical day.</li> <li>• 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.</li> <li>• <b>Froedtert Health staff members: student access is separate from employee access. <u>Students who are also employees of Froedtert Health must use their student login credentials when on rotation. They may not use their employee login credentials unless they are working.</u></b></li> <li>• If asked by IT - student access is set up on an electronic student spreadsheet.</li> </ul>
<input type="checkbox"/>	<p><b><u>Form to Complete &amp; Return</u></b></p> <p><a href="#">Student Unit Department Orientation Checklist</a> - print, complete, and return to <a href="mailto:StudentDeptChecklists@froedtert.com">StudentDeptChecklists@froedtert.com</a>.</p>

## Returning Students

To Do

### Returning Students:

- **Verification:** all students must enroll in the verification system each semester (Spring Semester: January 1-August 31; Fall Semester: September 1-December 31). [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](#)
  - Receive email from the system 48 hours after verification by school coordinator.
  - Complete any new/updated assigned modules.
- **Computer Access:** 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 72 hours after you have been verified in the student verification system.
- **Students who are also employees of Froedtert Health must use their student login credentials when on rotation. They may not use their employee login credentials unless they are working.**
- [Student Unit Department Orientation Checklist](#) - print, complete, and return to [StudentDeptChecklists@froedtert.com](mailto: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 Parking](#)  
Froedtert West Bend Hospital: park in the front parking lot of the building

**Forms and information** - [Student Experiences Website](#)

### Questions:

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