# Psychology Clerkship – Student Verification Process

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<th>To Do</th>
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| **Student Verification:**  
- Enroll in the verification system **annually by May 1st**. This includes all students having practicum at Froedtert Hospital, Froedtert Menomonee Falls Hospital (FMFH), Froedtert West Bend Hospital (FWBH), or Community Physicians Clinics (CP).  
- Click on Verification Link and enter **school** email address  
- Receive a return email from the verification system to validate your email address (check your junk/spam mail if you do not receive a return email)  
  - See Student Verification Tip Sheet for questions/problems with verification.  
  - Enroll in the current semester or create a new semester  
  - Complete information including security questions  
  - Electronically sign confidentiality agreement  
  - School coordinator is notified of your enrollment and is responsible to verify you when the validation 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 Froedtert Learning Center 48 hours **after verification by school coordinator.**  
- **Learning Center Modules:** all students are required to complete the assigned modules prior to the start of practicum (additional modules may be assigned during the time you are in clinical).  
- **School Coordinator/Instructor** will validate completion of modules.  

| Computer Training/Access:  
- Attend required in person epic computer training (class date/time and location will be sent to you)  
- Complete all required online modules prior to attending in person epic computer training.  
- Network and epic access will be ready upon completion of computer training class.  

| Form to Complete & Return  
- Student Unit Department Orientation Checklist - print, complete, and return to StudentDeptChecklists@froedtert.com.  

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| **Returning Students:**  
- **Verification:** all students must enroll in the verification system annually [Verification Link](#) (see Verification information above).  
- **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 login/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, complete, and return to StudentDeptChecklists@froedtert.com (if you have changed units/locations).  

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<th>Questions</th>
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| **Student Experiences Website**  
- Student Hotline: 414-805-8000  
- Contact your instructor, preceptor or nonnursingstudents@froedtert.com  
- Do not call the Froedtert Help Desk for questions.  

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