# Psychology Clerkship – Student Verification Process

## To Do

### Student Verification:
- Enroll in the verification system **annually** by May 1st. This includes all students having practicum at Froedtert Hospital, Froedtert Menomonee Falls Hospital, Froedtert West Bend Hospital, or Community Physicians Clinics.
- 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)
  - 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.

### 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).

### 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 from Student Experiences Website, complete, and return.

## Returning Students

### To Do

### Returning Students:
- **Verification:** all students must enroll in the verification system annually Verification Link (see Verification information above).
- **Learning Center:** Learning Center Link
  - Use school email address and password from previous clinical/rotation to access the learning center.
  - 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 48 hours after you have been verified in the student verification system.
- **Student Unit Department Orientation Checklist** - print from the Student Experiences Website, complete, and return (if you have changed units/locations).

### Forms and information
- **Student Experiences Website**

### Questions:
- **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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