

Psychology Clerkship – Student Verification Process

✓	To Do
☐	<p><u>Student Verification:</u></p> <ul style="list-style-type: none"> • Enroll in the verification system annually by <u>May 1st</u>. 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. <ul style="list-style-type: none"> ○ 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.
☐	<p><u>Learning Center:</u></p> <ul style="list-style-type: none"> • Receive email from the Froedtert Learning Center 48 hours <u>after verification by school coordinator</u>. • 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.
☐	<p><u>Computer Training/Access:</u></p> <ul style="list-style-type: none"> • 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 (access requires at least 72 hours after you have been verified in the student verification system).
☐	<p><u>Form to Complete & Return</u></p> <p>Student Unit Department Orientation Checklist - print, complete, and return to StudentDeptChecklists@froedtert.com.</p>
Returning Students	
✓	To Do
☐	<p><u>Returning Students:</u></p> <ul style="list-style-type: none"> • Verification: all students must enroll in the verification system annually Verification Link (see Verification information above). • Learning Center: Learning Center Link <ul style="list-style-type: none"> ○ Receive email from the system 48 hours <u>after verification by school coordinator</u> ○ 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. • Student Unit Department Orientation Checklist - print, complete, and return to StudentDeptChecklists@froedtert.com (if you have changed units/locations).
	<p><u>Forms and information</u> - Student Experiences Website</p>
	<p><u>Parking:</u> See Parking handout: Froedtert Hospital Parking</p>
	<p><u>Questions:</u></p> <ul style="list-style-type: none"> • Student Hotline: 414-805-8000 • Contact your instructor, preceptor or undergradstudents@froedtert.com • Do not call the Froedtert Help Desk for questions