

Psychology Clerkship – Student Verification Process

✓	To Do
<input type="checkbox"/>	<p><u>Student Verification:</u></p> <ul style="list-style-type: none"> • Enroll in the verification system every semester. 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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	<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).
<input type="checkbox"/>	<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
<input type="checkbox"/>	<p><u>Returning Students:</u></p> <ul style="list-style-type: none"> • Verification: all students must enroll in the verification system every semester. • 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