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 1\textsuperscript{st}. This includes all students having practicum at Froedtert Hospital, Community Memorial Hospital (CMH), St. Joseph’s Hospital West Bend (SJH) or Community Physician (CP) Clinics.  
- Click on **Verification Link**: [http://fmlh-education.com/son](http://fmlh-education.com/son) 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)  
  - Create a 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 Extension** (student learning center):  
- Receive an email from the Froedtert Learning Center 48 hours **after verification by school coordinator**.  
- **Online Training 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. |
| **Forms and information** - **Student Experiences Website** |
| **Questions:**  
- **Student Hotline**: 414-805-8000  
- Contact your instructor, preceptor or Jane Hendricks, [Jane.Hendricks@froedtert.com](mailto:Jane.Hendricks@froedtert.com), 414-805-5392  
- Do not call the Froedtert Help Desk for questions |