# Psychology Clerkship – Student Verification Process

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| **Student Verification:**  
  - Enroll in the verification system **annually by May 1st**. 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](#) 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:**  
  - 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. |

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| **Returning Students:**  
  - **Verification:** all students must enroll in the verification system each semester [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 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 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 [nunnursingstudents@froedtert.com](mailto:nunnursingstudents@froedtert.com)  
  - Do not call the Froedtert Help Desk for questions |