



## Non-Nursing Student Verification Process

### New Students

	To Do
✓	
<input type="checkbox"/>	<p><b>Verification:</b></p> <ul style="list-style-type: none"> <li>• <b>All students</b> must enroll in the Froedtert Health verification system <u>each semester</u>. This includes students having clinical at Froedtert Hospital, Froedtert Menomonee Falls Hospital (FMFH), Froedtert West Bend Hospital (FWBH), or Community Physicians (CP) Clinics.</li> <li>• Click on <a href="#">Verification Link</a> and enter your <u>school</u> email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign the confidentiality agreement.</li> <li>• Check your junk/spam if you do not receive an email back from the system. See <a href="#">Student Verification Tip Sheet</a> for questions/problems with verification.</li> <li>• School coordinator is notified of your enrollment and is responsible to verify you when the requirements are met. Contact your school coordinator with any questions.</li> <li>• Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready.</li> </ul>
<input type="checkbox"/>	<p><b>Learning Center:</b></p> <ul style="list-style-type: none"> <li>• Receive email from the system 48 hours <u>after verification by school coordinator</u>.</li> <li>• <b>Learning Center Modules:</b> all students are required to complete the assigned modules prior to the start of clinical. <b>School Coordinator/Instructor will validate completion of modules.</b></li> <li>• Froedtert staff members are only required to complete the modules they have not completed as a staff member.</li> </ul>
<input type="checkbox"/>	<p><b>Computer Access (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Enroll in the Student Verification System, be verified, and receive an email from the Learning Center prior to the first clinical day.</li> <li>• Call the Froedtert Help Desk 414-805-2101 to obtain network/epic log in and password on the first clinical day. Access will not be ready for at least 72 hours after you have been verified in the student verification system.</li> <li>• If asked by IT - student access is set up on an electronic student spreadsheet.</li> <li>• <b>Froedtert Health staff members: student access is separate from employee access.</b></li> </ul>
<input type="checkbox"/>	<p><b>Form to Complete &amp; Return</b>  <a href="#">Student Unit Department Orientation Checklist</a> - print, complete, and return to <a href="mailto:StudentDeptChecklists@froedtert.com">StudentDeptChecklists@froedtert.com</a>.</p>
Returning Students	
✓	
<input type="checkbox"/>	<p><b>Returning Students:</b></p> <ul style="list-style-type: none"> <li>• <b>Verification:</b> all students must enroll in the verification system each semester <a href="#">Verification Link</a> (see Verification information above).</li> <li>• Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready.</li> <li>• <b>Learning Center:</b> <a href="#">Learning Center Link</a> <ul style="list-style-type: none"> <li>○ Receive email from the system 48 hours <u>after verification by school coordinator</u>.</li> <li>○ Complete any new/updated assigned modules.</li> </ul> </li> <li>• <b>Computer Access:</b> 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">Student Unit Department Orientation Checklist</a> - print, complete, and return to <a href="mailto:StudentDeptChecklists@froedtert.com">StudentDeptChecklists@froedtert.com</a> (if you have changed units/locations).</li> </ul>
<p>General Information</p>	
	<p><b><u>Parking:</u></b>          Froedtert Hospital: See Parking handout: <a href="#">Froedtert Hospital Parking</a>          Froedtert Menomonee Falls Hospital: <a href="#">Froedtert Menomonee Falls Hospital Parking</a>          St. Joseph's Hospital West Bend: park in the front parking lot of the building</p>
	<p><b><u>Forms and information</u></b> - <a href="#">Student Experiences Website</a></p>
	<p><b><u>Questions:</u></b></p> <ul style="list-style-type: none"> <li>• Student Hotline: 414-805-8000</li> <li>• Contact your instructor, preceptor or email <a href="mailto:undergradstudents@froedtert.com">undergradstudents@froedtert.com</a> for questions</li> <li>• <b>Do not</b> call the Froedtert Help Desk for questions</li> </ul>