

Student Verification and Onboarding Process

✓	Verification Process
☐	<p>After completing the student verification system link School Coordinator must electronically attest student meets verification requirements before student can proceed with below steps.</p>
✓	Froedtert Learning Center Online Modules
☐	<p>New Students Within five business days after verification by the school coordinator, learning@froedtert.com sends an automated email notifying the student of account creation and login information.</p> <ul style="list-style-type: none"> • Froedtert Health Learning Center <ul style="list-style-type: none"> ○ Username: school email address ○ Initial Password: newuser <p>Returning Students Login with previous student username and password. Reactivation occurs within five business days after verification by the school coordinator. learning@froedtert.com sends an automated email notifying the student of new module assignments.</p> <p>Complete modules as assigned prior to the start of clinical.</p> <ul style="list-style-type: none"> • Exception: Froedtert staff members are not required to complete modules already completed as a staff member. <p>For problems or questions related to the Learning Center or modules, submit a support ticket from within the Froedtert Learning Center</p> <ul style="list-style-type: none"> • Do not call the IT Help Desk for Learning Center questions
✓	Computer Access (If applicable):
☐	<p>New Students</p> <ul style="list-style-type: none"> • Call the Froedtert IT Help Desk at 414-805-2101 to obtain network and/or Epic login. • Login information will be ready five business days after verification by the school coordinator. • If access is not available after five business days, contact Froedtert Organizational Learning via email. <p>Returning Students</p> <ul style="list-style-type: none"> • Login with previous student username and password • Reactivation occurs five business days after verification by the school coordinator. <p>Student and employee access is separate (students cannot use staff access while onsite as a student).</p>
✓	Badging
☐	<p>Froedtert Hospital:</p> <ul style="list-style-type: none"> • Students at Froedtert Hospital, including those who are also employees, need to obtain a Froedtert student ID badge from the badging office. • The badging office is located on the first floor of Froedtert Hospital, just off the B elevators. • Hours are 0600 -1630, Monday – Friday. Call or email ahead as occasionally the badging office closes early without notice. <ul style="list-style-type: none"> ○ Phone: 414-805-7050 ○ Email: FHBadge@froedtert.com • Student ID Badges cost \$5. The Badging Office accepts card or cash.

	<ul style="list-style-type: none"> Students returning for consecutive semesters <u>at Froedtert Hospital</u> can keep the ID badge, but will need to go back to the badging office to be re-activated. <p>Holy Family Memorial Hospital:</p> <ul style="list-style-type: none"> Student Badges for access to premises will be provided on your first day by your preceptor/instructor. <p>All other sites:</p> <ul style="list-style-type: none"> Student participating in experiences at sites other than Froedtert Hospital and Holy Family Memorial Hospital will wear their school issued ID badge.
✓	Parking
☐	<p>Froedtert Hospital: Froedtert Hospital Student Parking Visit Froedtert Parking Office prior to first day of student experience. Parking office is located on Level LL2 of Specialty Clinics Parking. Hours Monday - Friday 7:30 a.m. - 4:30 p.m. Phone: 414-805-7338. Email: FMLHParkingOffice@froedtert.com</p> <p>Froedtert Menomonee Falls Hospital: Froedtert Menomonee Falls Hospital Parking- Park across street at Town Hall Health Center lot J.</p> <p>Froedtert West Bend Hospital: Park in the front parking lot of the building</p> <p>Holy Family Memorial Hospital: Park in visitor parking first day only. You will receive directions once onsite from preceptor/instructor related to parking for remainder of student experience.</p>
✓	Student Unit Department Orientation Checklist
☐	<p>Complete and return scanned Student Unit Department Orientation Checklist via email to StudentDeptChecklists@froedtert.com.</p> <ul style="list-style-type: none"> Do not submit paper copies Student returning to the same department for consecutive rotations do not need to repeat the checklist.
	<ol style="list-style-type: none"> Reference the student handbook module within the Learning Center or the student webpages. <ul style="list-style-type: none"> Nursing Students — Undergraduate Placements Froedtert & MCW Non-Nursing Student Placements Froedtert & MCW Nursing/Physician Assistant Students - Graduate and Doctorate Placements Froedtert & MCW Contact the <u>school</u> coordinator or instructor Email UndergradStudents@Froedtert.com or GradProgramStudents@Froedtert.com For student placements at Froedtert Hospital call Organizational Learning 414-805-5393 For student placements at Froedtert Menomonee Falls or Froedtert West Bend Hospital call Organizational Learning 262-257-3240