


## Student Verification System

1. Student must register in the verification system using their student e-mail ending in “.edu.” Then click “Start Verification”



Not Logged In

Student Verification System Spring 2015 

Login

To get started enter your email below and click Start Verification

Note: We require that you use your school email address

john.smith@school.edu

Start Verification 



2. This screen should pop up.



Not Logged In

Student Verification System Spring 2015 

Login

### We sent you an activation email!

Please click the activation link that is contained to get started with the verification process.

3. Then go to your e-mail. Please check your junk or spam folder if you do not receive this e-mail. Click on the “Click here to confirm your-email” inside your e-mail.

----- Forwarded message -----

From: <noreply@fmh-education.com>

Date: Friday, May 1, 2015

Subject: Froedtert Verification System Confirmation

To: [altyznik@wolfmail.stitch.edu](mailto:altyznik@wolfmail.stitch.edu)

Thank you for starting the verification process. Please click the activation link below to continue the process.

[Click here to confirm your email](#) 

Your account username is:  .edu

4. That link will take you to this page where you can set your password.

The screenshot shows the top navigation bar with the Froedtert & Medical College of Wisconsin logo on the left, the text "Student Verification System Spring 2015" with a green checkmark on the right, and a "Login" button. Below the navigation bar, the text "Not Logged In" is on the left and "Login" is on the right. The main content area displays the message: "You have successfully verified your email and an account has been created for you!". Below this message, it says "Please set your password". There are two input fields: "Password:" and "Confirm Password:". At the bottom of the form is a green "Change" button.

5. Once your password is set please click on the Create New Semester button

The screenshot shows the dashboard for the Student Verification System Spring 2015. The top navigation bar includes the Froedtert & Medical College of Wisconsin logo, the text "Student Verification System Spring 2015" with a green checkmark, and a "Logout" button. Below the navigation bar, it says "Logged in as: [redacted] .edu" and "Logout". The main content area is titled "Dashboard" and "Semester: Spring 2015". It contains three sections: "User Profile" with fields for "Username: [redacted] .edu", "Name:", and "Affiliation:"; "My Actions" with a "Manage My Account" button; and "Semester History" with a table header: "Semester Id", "Date Created", and "Semester Status". Below the table header, it says "We currently do not have any data on file for you please create a new semester." and a blue "Create New Semester" button with a red arrow pointing to it. At the bottom of the dashboard, it says "Status in Learning Extension: Account Not Active".

6. Click on your role.

The screenshot shows the role selection page for the Student Verification System Spring 2015. The top navigation bar includes the Froedtert & Medical College of Wisconsin logo, the text "Student Verification System Spring 2015" with a green checkmark, and a "Logout" button. Below the navigation bar, it says "Logged in as: [redacted] .edu" and "Logout". The main content area is a large grey box with the text "Are you a student or an instructor?". Below this text are two blue buttons: "Student" and "Instructor".

## 7. Enter your information.

Student Verification System Spring 2015

Step 1

Create a New Semester

Email Address: sly1234@froedtert.com

First Name

Last Name

Middle Name

Affiliation (School)

Submit

Student Verification System Spring 2015

Step 1 Step 2

Semester Specific Information

Are you an Employee at Froedtert Health?

Instructor Name

Department Name

What type of Student are you?

What Hospital is you clinical at:

Clinical Start Date

Clinical End Date

Security Questions

Model of your first car?

Father's Middle Name?

What city you were born in?

Submit

## 8. Please read the statement below and click the agree button.

### Final Step!

GENERAL CONFIDENTIALITY REQUIRED BY ALL:

NOT YOU MUST READ THE STATEMENT BELOW AND CHECK THE I AGREE BUTTON!

By Clicking button below you agree with terms and conditions

I agree to the below statement

**NOTE:** Read the following then scroll to the bottom of the page and click the agreement link, if you do not click the link your information will not be submitted. As a condition of my use, access, and/or disclosure of confidential information of Froedtert & Community Health, Froedtert Hospital, and/or Community Memorial Hospital (collectively F&CH), I understand and agree to the requirements set forth in this Agreement. I understand that these requirements are my responsibility and agree to protect and secure F&CH confidential information and devices when I am on and off-campus. I also understand that my obligations under this agreement will continue after my employment with F&CH has ended, or my contract or relationship ceases. I agree to access, use and/or disclose confidential information only as authorized and necessary to perform my legitimate job functions. This means, among other things, that:

- a. I will not in any way access, use, divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly and clearly authorized within the scope of my work functions and in accordance with all applicable policies and procedures of F&CH and with all applicable laws.
- b. I will not access or review my own protected health information (PHI) or information of my family, friends, co-workers, etc. unless it is to carry out legitimate job functions. (Examples of PHI include: medical records, appointments, demographics, billing and other patient information, etc.)
- c. I will exercise extreme caution when discussing and disseminating confidential information and will do so only when there is a legitimate business need.
- d. I understand and agree that I have no individual rights to, or ownership of any information accessed or created by me during my relationship with F&CH.

9. Now your school coordinator will have to verify that you meet the requirements to be a student/instructor in our facility. Once your school coordinator has verified you, you will receive an e-mail giving you instructions on how to complete the online modules. Please check your junk mail since the instructions may go there.



## Student Verification System Spring 2015

Logged in as: [redacted] edu

[Logout](#)

Step 1 / Step 2 / Step 3 / Completed

[Goto My Dashboard](#)

### Your Registration is Complete

Your School Coordinator/Educational Services will be notified of your registration, you will be notified of your verification with instructions on how to proceed via email.

Employee : No  
Hospital : CMH  
Type : RN  
StartDate : 5/1/2015 12:00:00 AM  
EndDate : 5/29/2015 12:00:00 AM  
Agreement : True  
AgreementDate : 5/1/2015 2:28:18 PM  
Status : Waiting for Verification

### Security Question Responses

Question1 : [redacted]  
Question2 : [redacted]  
Question3 : [redacted]

If you have any questions please contact the Educational Services Department at 414-805-5393 or your Instructor/Coordinator.