

# Registration for the Student Portal

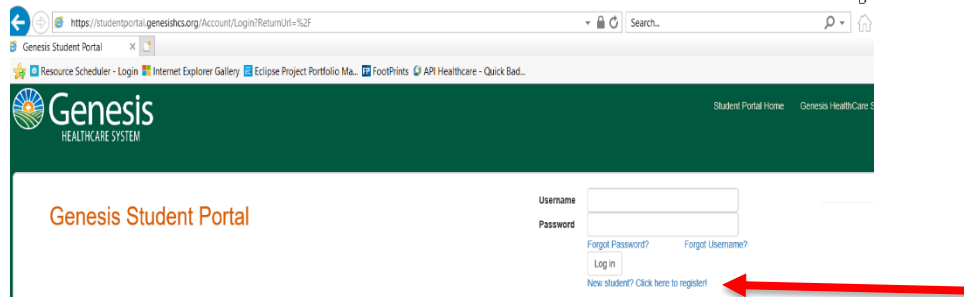
- ❖ The Student Portal allows you to electronically register for your clinical rotation at Genesis.
- ❖ From the To Do list you will digitally review Required Documents, sign them once reviewed and take the associated quizzes. (See *Student Portal Documents, Quizzes, Epic Training - Tip sheet*)
- ❖ Once the Documents and Quizzes are completed, schedule Epic Training. (See *Student Portal Documents, Quizzes, Epic Training - Tip sheet*)
- ❖ Students will need to return to the Student Portal each Semester they return to Genesis for a Clinical Rotation.



## Steps to Register for Student Portal

### Registration:

1. Go to the Genesis Student Portal website: [studentportal.genesisihcs.org](https://studentportal.genesisihcs.org)
2. Click the “New student? Click here to register” link (School Representatives)



3. Complete the Registration process and all required items are denoted with a \*.

\* denotes fields that are required.

#### Step 1: Personal Information

Your Student Portal Username will only be used to log into the Student Portal. We cannot guarantee this will be the same as your assigned computer login name.

Student Portal Username *	<input type="text" value="etraining"/>
First Name *	<input type="text" value="Epic"/>
Preferred Name	<input type="text" value="EEEEEEEE"/>
Last Name *	<input type="text" value="Training"/>
BirthDate	<input type="text" value="4/11/1990"/>

Passwords must be at least 6 characters long, contain at least one of each: capital letter, lower case letter, number, special character.

Student Portal Password	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>

4. Password must be at least 6 characters, must contain at least one each of the following:
  - Upper Case Letter
  - Lower Case Letter
  - Number
  - Special Character

Step 2: Contact Information

Address 1

Address 2

City

State

Zip Code

Home Phone

Mobile Phone

Your personal email address will help ensure you can keep your same Student Portal Account if you switch schools or begin a new program. We want to help make your transition from under-grad to graduate seamless. This also gives us the ability to keep you informed on Genesis events post-graduation.

Personal Email \*

School Email \*

Select your primary email preference. This is the email we will use to send you notifications about the Student Portal.

Personal  School

5. Include two emails – personal and school and pick a preferred e-mail where you will receive all notifications from the Student Portal.

Step 3: Access Questions

Are you currently, or have you ever been employed by Genesis HealthCare System? \*

Yes, I have been, or am currently am.  No, I have never been.

If you are a current student or instructor at Genesis, what is your computer username?

Please upload a work-appropriate photo of yourself. This will be used to help identify you by your instructors and trainers. This is required to gain full-access approval in the system.

**FYI:** The employee field is a requirement here at Genesis. This prevents duplication of records.

6. You will also be required to add a work appropriate picture (there is a selfie option). The picture must include the student requesting access only.

7. Select Student as your Current Role and select your appropriate school.

Step 4: Enrollment Information

Current School \*

Current Role \*

Current Program \*

Student/Employee ID

**FYI:** Include your school ID number in the Student/Employee ID field.

Step 5: Emergency Contacts

Primary Contact Name \*

Primary Contact Relation \*

Primary Contact Phone \*

Alternate Contact Name

Alternate Contact Relation

Alternate Contact Phone

8. Fill out Emergency Contacts

9. Review and agree to the Terms of Service of the Student Portal and click Register.

Step 6: Acknowledgement and Agreement

Allow Genesis to send me information on job fairs, events, health information or services.

I agree to the [Terms of Service](#) of the Student Portal website.

10. You will receive an email verification in your personal email. The e-mail will be sent to your preferred e-mail.

## 11. Register for the current semester by clicking on the Register Icon

The screenshot shows a dashboard with several navigation icons: To-Do List (with a red '2' badge), Register (with a clock icon), Notifications (with an envelope icon), Contacts (with a smartphone icon), Documents (with a folder icon and a red '3' badge), Quizzes (with a pencil icon and a red '1' badge), User Management (with a person icon), and Careers (with a briefcase icon). Below these icons is a section titled 'My Semesters' containing a table for the 'X-Men Fall 2018' semester. A red dashed arrow points from the 'Register' icon to the 'X-Men Fall 2018' header, and a red solid arrow points from the header to the 'Registration Start' row.

X-Men Fall 2018		Drop
Registration Start:	6/1/2018 12:00:00 AM	
Registration Start:	9/28/2018 12:00:00 AM	
Semester Start:	9/10/2018 12:00:00 AM	
Semester End:	12/1/2018 12:00:00 AM	

**FYI:** This step will activate your computer access at Genesis for the semester. Clicking Register will allow Genesis and your school to track your clinicals each semester. Once the semester is completed, computer access will be disabled. You will have limited access to the Student Portal when not participating at Genesis.

Once you are approved by the University go to the To Do list where you will digitally review Required Documents, sign them once reviewed and take the associated quizzes. (See *Student Portal Documents, Quizzes, Epic Training - Tip sheet*)

7/24/18