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.genesishcs.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 *
First Name *
Preferred Name
Last Name *
BirthDate 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
Confirm Password *

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

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

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.

8. Fill out Emergency Contacts

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

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

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

**FYI:** Include your school ID number in the Student/Employee ID field.
11. Register for the current semester by clicking on the Register Icon

**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)*