

School Representative & Epic Access

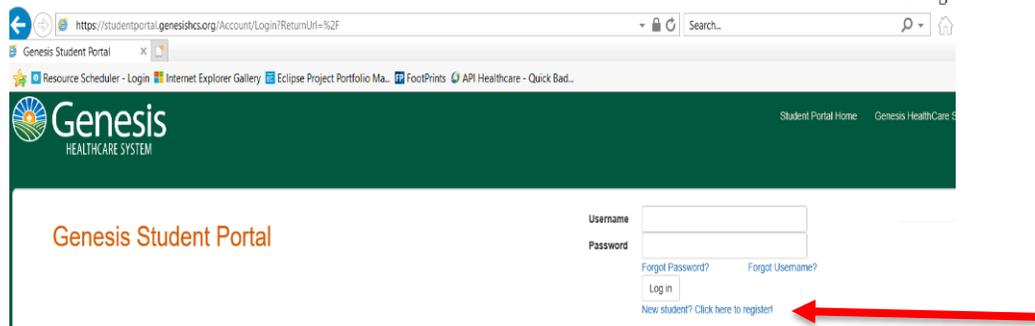
- ❖ The Student Portal allows for electronic registration for clinical rotations at Genesis.
- ❖ Students complete Documents and Quizzes required by Genesis.
- ❖ Students schedule for Epic Training conducted by Genesis Epic Trainers.
- ❖ ALL Returning Students will need to complete the Student Portal registration process, complete the Documents and Quizzes and register for the Returning Student Epic Class.
- ❖ School Representatives will complete the Student Portal registration process providing electronic access to student contact information via the User Management Icon.
- ❖ School Representatives who come to Genesis and login to Epic will need to sign up and attend Epic training (See *Student Portal Documents, Quizzes, Epic Training – Tip Sheet*)



Let's Try It

Registration:

1. Go to the Genesis Student Portal website: 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: 5345 North Stree

Address 2:

City: Zanesville

State: OH

Zip Code: 43701

Home Phone:

Mobile Phone: 740-434-4343

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 *: etraining@genesischs.org

School Email *: etraining@yahoo.com

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.

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.

Select Profile Picture...

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 School Representative as your Current Role and select your appropriate school.

Step 4: Enrollment Information

Current School *: Select School...

Current Role *: Select Role...

Current Program *: Select Program...

Student/Employee ID:

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

Note: If you are a School Representative at multiple schools please call the IT Service Desk @ 740-454-4330 after you register and have them place a ticket for you with your name and list of schools

8. Fill out Emergency Contacts

Step 5: Emergency Contacts

Primary Contact Name *:

Primary Contact Relation *:

Primary Contact Phone *:

Alternate Contact Name:

Alternate Contact Relation:

Alternate Contact Phone:

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.

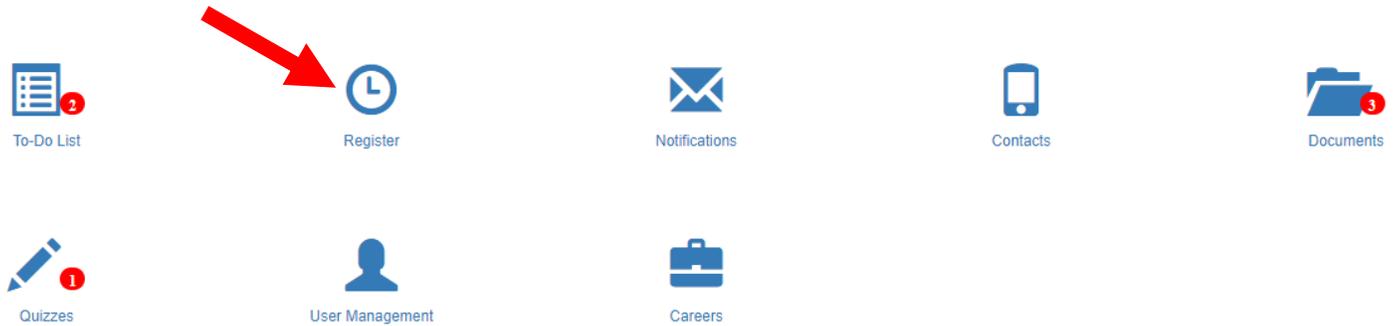
I agree to the Terms of Service of the Student Portal website.

Register!

10. You will receive an email verification in your personal email. You will be required to click and verify that the email is working and going to the correct School Representative.

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

1. By registering for the current semester your computer access at Genesis will be created. You maintain your computer access by registering for the current semester.



Student Portal Home / ... / To-Do List

My Semesters

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	

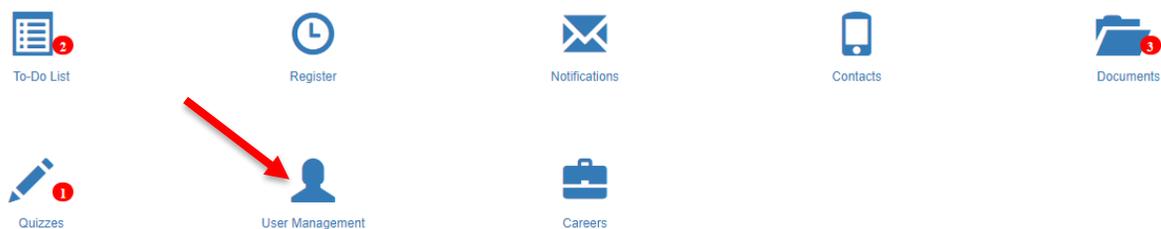
Available Classes

X-Men Summer 2018		Closed
Registration Start:	8/1/2018 12:00:00 AM	
Registration Start:	6/22/2018 12:00:00 AM	
Semester Start:	8/1/2018 12:00:00 AM	
Semester End:	9/1/2018 12:00:00 AM	

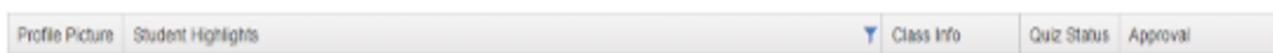
12. Follow To-Do List to completion.

User Management (Student Management):

As a School Representative you will have view only access to student contact information under the User Management Icon.



Click on the User Management Icon and sort the student names by school. Search the list by student name to find a specific student contact information.



You can monitor student progress through User Management. In this example, the student has logged in, added a picture, been approved by the School Representative and completed 4 quizzes out of 14.

	Epic Training 898989898	 Unscheduled	 4/14
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In this example, you can see the student completed all documents and quizzes and is registered to attend Epic Training on May 1, 2018 at 8:00 am.

	Class Info	Quiz Status
	 5/1/2018 8:00:00 AM	 14/14

Epic Training

- Students must register for Epic Training at least 2 business days prior to the date of the class.
- Only Students who have registered through the Student Portal will be allowed to attend Epic Training.
- Epic Class address/location is listed under the Documents Icon.