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.genesisshcs.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 *.

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

Continued on next page.
5. Include two emails – personal and school.

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.

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

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. 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.

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.

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.

**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.