Student Portal

School Representative

Quickstart Guide

Updated 7/24/2018

Table of Contents

Student Portal

Genesis Healthcare System Student Portal
The Student Portal will streamline the Nursing Student process for both new and returning students. This site will provides the Universities and Genesis the ability to monitor the students progress through their entire student experience with Genesis.

About the Genesis Student Portal
The Student Portal allows students to electronically register for their clinical rotation at Genesis. They can digitally sign documents for system access, take quizzes (no more grading for you!) and schedule for Epic training (Genesis teaches the classes).

Registration will be done remotely via a website; therefore, students can access the portal from the comfort of home, school, via tablet, mobile device, or computer at a time most convenient to the student.

The Student Portal allows the schools and Genesis to electronically track students through the process of preparing for their clinical rotation at Genesis.

Big Picture Workflow Students Using the Student Portal

Register & Get Approved by Your School → Follow To-Do-List & Complete Items → Register for & Attend Epic Training
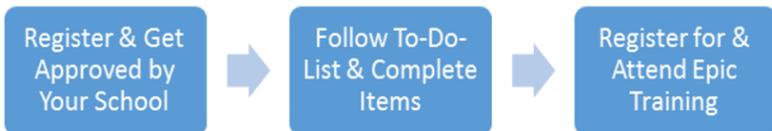
Benefits:

- The Student Portal is Self-Service (after approval from the University).
- Students do not print documents, they review and sign them electronically. Documents are always available for future reference. Maps and parking are included.
- Quizzes are taken and auto graded on the Student Portal. Students can complete them multiple times until they are passed.
- The Student Portal lists contacts for Genesis and their School which are clickable for easy calling or e-mailing.
- Students should be directed to communicate with the school contact first with questions.
- Students will register each sememster using the Student Portal through their clinical rotations at Genesis.

How It Works:

School Representatives will register using the same steps as the students. Genesis will approve the School Representatives which will provide access for the school to monitor and track students electronically.

School Representatives can monitor what "phase" their students have completed: (1) Registered, (2) Documents completed (3) Quizzes completed (4) Scheduled for Epic training (Genesis teaches the classes).

During the pilot, School Representatives will attend a training session with Genesis to complete their registration and approval process.

School Representative

School Representative attends Training with Genesis

School Representative emails students with Student Portal details

School Representative approves students and monitors student progress
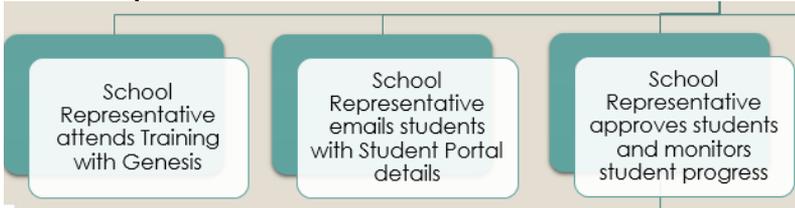
Clarification:
- School Representatives will provide students the Student Portal link.
- Students will be approved or denied once they have registered via the Student Portal.
- Schools will be notified daily when students register.
- Students will complete the tasks outlined on the To-Do-List.
- Once the tasks are completed, they can register for Epic Training. Genesis Epic Trainer conducts the class.
- **New Students** must register for Epic Training at least 2 business days prior to the date of the class.
- **Returning Students** must register for Nursing Students Already Completed class to electronically update their record.
- Only Students who have registered through the Student Portal will be allowed to attend Epic training.

4

School Representative Register using Student Portal

(These steps are like how a student will register using the Student Portal)

Registration:

1. Go to the Genesis Student Portal
website: studentportal.genesishcs.org
2. School Representatives Will Click the "New student? Click here
to register" link (Nursing Instructors also).
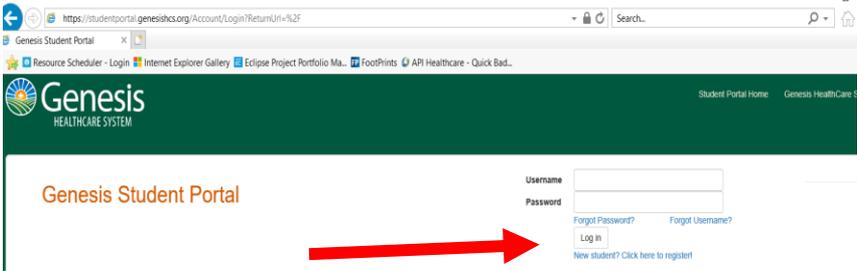
3. Complete the Registration process and all required items are
denoted with a *. Indicate you are a School Representative and
choose your school from the list.
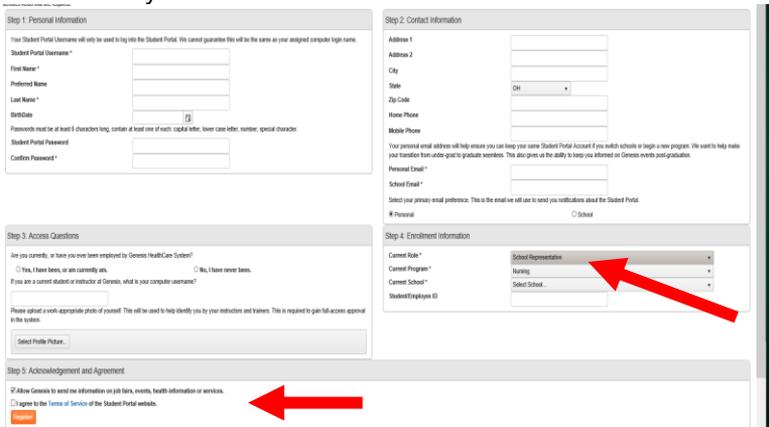
4. You will be required to add a picture (there is a selfie option) and
agree to the terms of the Student Portal website.
5. Verify your registration using your preferred e-mail. This is to
validate your email and receive future communication from the
Student Portal.
6. Education Services representative will Approve your request
(just as you will approve students).

7. Once approved, you will receive an e-mail that will prompt you to check your Notifications in the Student Portal. We encourage you to complete the Documents and Quizzes just like students.

To-Do List	Register	Notifications	Careers

Icons Defined:

To Do: A list of tasks that need to be completed. They will be electronically checked-off the list.

Notifications: New Information to review. Once the information has been reviewed the notification will go away.

Register: ALL students will be required to click the Registration Icon and select the semester they are attending Clinicals at Genesis. Students will be required to complete this process each semester they return to Genesis.

Students who have already completed the Student Portal process will receive a notification to return to the Student Portal, Click on the Register Icon and select the appropriate clinical semester. Once the semester is completed, computer access will be disabled.

> **Note: Instructors with Epic Access will also need to Register each semester via the Student Portal.**

Contacts: Listing of departments and contact numbers pertinent to the student.

Documents: Required documentation for students to read and sign to participate in a clinical rotation at Genesis.

Quizzes: Required assessments to complete once documentation is reviewed.

Careers: Job opportunities at Genesis

User Management: School Representatives will monitor the list for students starting a clinical rotation at Genesis.

Training: Epic Classes available for students to attend. They will register electronically, classes are taught by Genesis.

Approving Students

School Representatives will send the Student Portal link to the students. The students will begin the registration process. Schools will receive daily notifications in **User Management** that students are registering.

What does Approving Students mean?
School Representative will navigate to the **User Management Icon** where they will monitor a list of students requesting access**.**

The School **must** monitor the Student Portal to grant access only to students scheduled to complete a clinical rotation at Genesis.

Students will be required to include a picture to assist you with access verification.

If the student (New or Returning) is completing a clinical rotation, click the Students Name and select Approve.

	Epic Training 898989898		🟥 Unscheduled	✏️ 4/14

Student Details

Student: ✅ Approve ❌ Deny
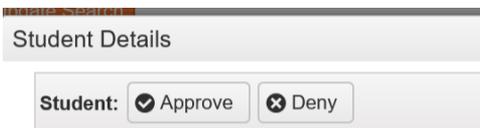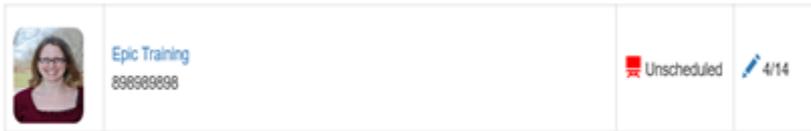
The student will then receive an email that they have been approved, and guide them to return to the student portal and complete the To Do list – Documents and Quizzes.

Completing the Documents and Quizzes will take approximately 2 hours.

Denying Students

As the School Representative is reviewing students, they have the option to Deny a student. Use this option with caution as it will require Genesis IT to manually add the student back if done in error. Students will need to contact the Genesis Service Desk at 740-454-4330 to be added back.

If the student (New or Returning) is NOT completing a clinical rotation, or ever coming to Genesis, click the Student Name and then click the Deny Icon.

Student Details

Student: ✔ Approve   ✖ Deny
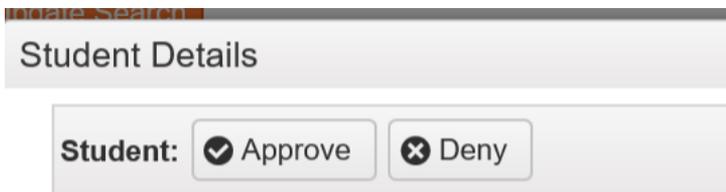
School Representative Questions

Why do students who have been to Genesis and who have used the Student Portal, need to click the Register Icon?
This step will activate the students' computer access at Genesis for the semester. Clicking Register will allow Genesis and the Universties to track Students completing clinicals each semester. Once the semester is completed, computer access will be disabled.

Students not using legal name: Students will be required to show their ID as the final verification/access to Genesis EMR.
If students are requesting access and are not using the name on their student badge, send an email to the student rather than denying their request. The student can then log into the student portal and edit their name.

Students not using appropriate picture: Students will be required to include a work appropriate picture to assist you with access verification. If students are not using individual or appropriate pictures for the student portal, send an email to the student rather than denying their request. The student can then log into the student portal and edit their picture.

Students missing from my list: Students will be required to log in to the Student Portal and pick their school. If a student is missing from your list, most likely they have not registered and/or have not selected the correct school during registration. Contact the student, encourage them to log in to the student portal and Edit the school information.
They can also contact Genesis Service Desk at 740-454-4330 if they need additional help.

How can I monitor students' progress? From User Management**:** School representatives will be able to monitor the number of documents the student has completed, the number of quizzes the students have completed and if they have registered for Epic Training.
It will be important for the School Representative to communicate with students who have not registered for Epic Training (documentation has not been read, quizzes not completed). Once training classes begin, Genesis will send a daily update on students who have attended training for each university.

Would students have access to the Student Portal when they are not registered for a clinical rotation with Genesis?
Students will have limited access to the Student Portal. Students will return to the portal, click the register icon, and select the semester they are attending clinicals at Genesis. This would allow them additional access to the Student Portal as needed.