

## To Do List - Documents & Quizzes - Epic Training

- ❖ Your progress will be tracked through Genesis Student Portal To Do List.
- ❖ As tasks are completed, they will be electronically checked off and new notifications and Icons added. - **See screen shot A.**
- ❖ Once the documents have been read, we recommend completing the corresponding Quiz under the Quizzes Icon. -**See Screen shot B.**
- ❖ **ALL New Students (that get Epic access)** are required to attend Epic Training (Electronic Medical Record documentation training) prior to starting their Clinical Rotation. -**See screen shot C.**



### Let's Try It

**A - To Do** is a list of tasks that need to be completed and will be electronically checked-off the list as you progress. **New items** are indicated by the red buttons and represent new Information to review or steps to be completed. Once completed, the notifications will go away.



#### Upload Profile Picture

For additional security, you must upload a work appropriate profile picture, of yourself to be approved for access.



#### Verify Email

Verify your email to enjoy all of the benefits of the Student Portal. To do so, go to your preferred e-mail app and click the link in the Student Portal e-mail you received. You may need to check your spam folder. Verification email links expire after 15 minutes. If you need a new link you can get one in the Edit Profile section.



#### Semester Registration

In order to gain full access to the Student Portal (documents, quizzes, and training registration) you need to be registered and approved, by your school representative, for the current semester.



#### Documents Completed

Read and sign all available documents. School approval is required to access this section.



#### Online Orientation Quiz Completed

Complete the quizzes to accompany your training documents. School approval is required to access this section.

**B - Documents** are required for you to read and sign as part of your Orientation to Genesis prior to participating in a clinical rotation. Documents are available under the Documents Icon for future reference.



To-Do List



Register



Notifications



Contacts



Documents



Quizzes



Careers

**Quizzes** are taken and auto graded on the Student Portal under the Quizzes Icon. You can complete the quizzes multiple times until they are passed. We estimate 2 hours to complete the documents and quizzes.

Your School will monitor your progress through the Student Portal process.



**C** - Once all documents and quizzes are completed, a new Training Icon will be added, and you can register for Epic Training.



After Clicking the Training Icon, scroll through the class options and register for the session that works best in your schedule. This is a four hour class.

### Available Classes

Nursing Student Training (Already Completed)	<a href="#">Register</a>
<b>Seats Available:</b>	998 / 1000
<b>Start:</b>	5/1/2018 8:00:00 AM
<b>End:</b>	8/1/2018 8:00:00 AM
<b>Description:</b>	Students who have previously completed a Nursing Student, Epic training class at Genesis, register here.

**FYI:** The first class is open to **RETURNING STUDENTS ONLY**. Returning students will register for this class which will electronically update their record.

Nursing Student Epic Training	<a href="#">Register</a>
<b>Seats Available:</b>	9 / 10
<b>Start:</b>	5/15/2018 8:00:00 AM
<b>End:</b>	5/15/2018 12:00:00 PM
<b>Description:</b>	Epic training for nursing students

**New STUDENTS** choose from the other classes available.

- ❖ You 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 Training Class address/location is listed in the Documents Icon.