

Registration

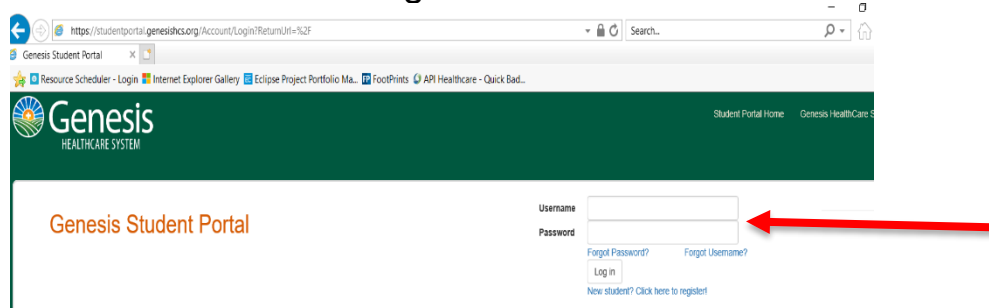
- ❖ The Student Portal allows you to electronically register for your clinical rotation at Genesis.
- ❖ From the To Do list you will digitally review Required Documents, sign them once reviewed and take the associated quizzes. (See *Student Portal Documents, Quizzes, Epic Training - Tipsheet*)
- ❖ Once Documents and Quizzes are completed, schedule Epic Training. (See *Student Portal Documents, Quizzes, Epic Training - Tipsheet*)
- ❖ Returning Students do not attend Epic Training but do Register for a Class. (See *Student Portal Documents, Quizzes, Epic Training - Tipsheet*)



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



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

Address 2

City

State

Zip Code

Home Phone

Mobile Phone

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 *

School Email *

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, as you move through your career you can continue to receive information from Genesis.

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.

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 your appropriate school.

Step 4: Enrollment Information

Current Role *

Current Program *

Current School *

Student/Employee ID

Central Ohio Technical College

Mid East

Mount Vernon Nazarene University

Muskingum University

Ohio University Zanesville

FYI: Be careful when selecting your school as an electronic notification will be sent to the school requesting your approval. Include your student number in the Student/Employee ID field.

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

Step 5: 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.

9. 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 student.