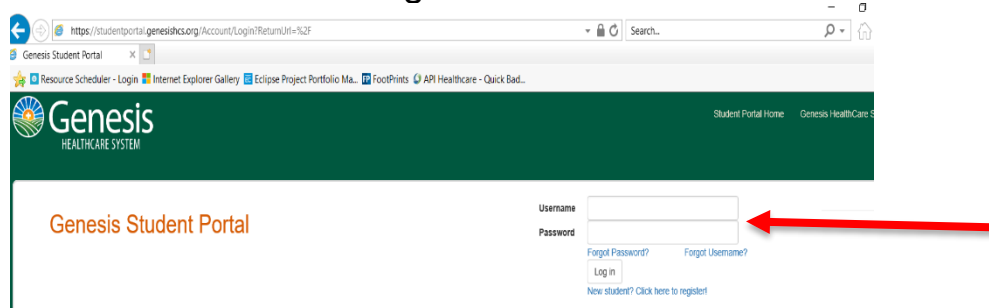❖ The Student Portal allows you to electronically register for your clinical rotation at Genesis.

❖ 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.genesishcs.org
2. Click the "New student? Click here to register" link

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
- Lower Case Letter
- Number
- Special Character

5. Include two emails – personal and school, as you move through your career you can continue to receive information from Genesis.

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.

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.

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.