Catholic Health Student Onboarding Instructions

Catholic Health has developed an automated process for importing students into our Identity management application, Quest One Identity. Student information will be entered into a newly designed Excel spreadsheet. Because information provided in the file will be used to build student identity records and checked against the Quest One Identity database, it is very important that this information is filled out ACCURATELY.

General Tips for successful import of data:
- No <u>spaces</u> before or after data in any cell (we do not import middle names or initials)
- No empty rows
- No duplicate rows
- No commas in any cell
- Combine all students in to 1 excel spreadsheet (Ex. non-APU and APU students should be in ONE file)
- Only send 1 spreadsheet per email for proper tracking
- Timing of start dates:
  - Please allow up to 3 business days for all access to be provisioned. Spreadsheets sent the same day as student start date will delay access.
  - We will process students starting up to 2 months in the future. Students starting beyond 2 months that are included in the same file with students starting sooner will be rejected.

Student (Last Name): Please provide the correct spelling of the last name that matches their legal name. Catholic Health will no longer correct misspelled names and/or usernames.

Student (First Name): Please provide the correct spelling of the first name that matches their legal name. Do not enter middle names or middle initials, nicknames or their preferred first name.

Start Date: Enter in format provided: MM/DD/YYYY. If they are doing multiple rotations, please provide the start date of the first rotation and the end date of the last rotation. Do not enter the same student multiple times.

End Date: Enter in format provided: MM/DD/YYYY. If they are doing multiple rotations, please provide the start date of the first rotation and the end date of the last rotation. Do not enter the same student multiple times.
NOTE: If the date converts to M/DD/YYYY after entry, this is fine. Example: 9/01/2021 changes to 9/01/2021.

Type of Student: This is a dropdown list. The student type MUST be exact in order to receive the correct access

Student Type	Explanation
Dietetic KMH	Dietary student at Kenmore Mercy Hospital
Dietetic MHB	Dietary student at Buffalo Mercy Hospital
Dietetic MSMH	Dietary student at Mount St. Mary's Hospital
Dietetic SCH	Dietary student at Sisters of Charity Hospital
Dietetic SJC	Dietary student at Sisters of Charity Hospital - St Joseph Campus
Medical Assistant	Medical Assistant students all sites
Medical ENT	Medical student in ENT specialty
Medical Family Medicine	Medical student in Family Medicine specialty or department
Medical Internal Medicine	Medical student in Internal Medicine specialty or department
Medical Neuro	Medical student in Neuro specialty or department
Medical Nonspecifc	Medical student not in specialty or department or not listed in dropdown (Ex Pediatrics)
Medical OBGYN	Medical student in OBGYN specialty or department
Medical Podiatry	Medical student in Podiatry specialty or department
Medical Vascular	Medical student in Vascular specialty or department
Midwife	Midwife student nursing or medical
Nurse Practitioner	Nurse Practitioner student medical or surgical
Nursing	Nursing student at all sites except LTC
Nursing LTC	Nursing student at Long Term Care sites
Pharmacy KMH	Pharmacy student at Kenmore Mercy Hospital

Pharmacy MHB	Pharmacy student at Buffalo Mercy Hospital
Pharmacy MSMH	Pharmacy student at Mount St. Mary's Hospital
Pharmacy SCH	Pharmacy student at Sisters of Charity Hospital
Pharmacy SJC	Pharmacy student at Sisters of Charity Hospital - St Joseph Campus
Pharmacy Technician KMH	Pharmacy Technician student at Kenmore Mercy Hospital
Pharmacy Technician MHB	Pharmacy Technician student at Buffalo Mercy Hospital
Pharmacy Technician MSMH	Pharmacy Technician student at Mount St. Mary's Hospital
Pharmacy Technician SCH	Pharmacy Technician student at Sisters of Charity Hospital
Pharmacy Technician SJC	Pharmacy Technician student at Sisters of Charity Hospital - St Joseph Campus
Physician Assistant	Physician Assistant student medical or surgical
Pre-Medical	Pre-medical student all types
Rehab	COTA, OT, PT, PTA, or SLT student in MRU, Inpatient, or Outpatient at all sites except LTC
Rehab LTC	COTA, OT, PT, PTA, or SLT student in MRU, Inpatient, or Outpatient at LTC sites
Respiratory Therapist	Respiratory Therapy student at all sites
Social Work Acute Care	Social work students in acute hospitals (may include Clearview)
Social Work Student Health	Social work students in nursing homes, outpatient clinics, etc.

Student School Email Address: Must be in correct format and accurate. Account credentials will be sent to email address provided. Email address is used to match existing records and MUST be correct.

Student Phone Number: Enter in format provided

Student Date of Birth: Enter in format provided: MM/DD/YYYY. This data is used to match on existing student records and MUST be correct. If the date converts to M/DD/YYYY after entry, this is fine. Example: 05/15/1990 changes to 5/15/1990.

Last four digits of Student SSN: Enter in format provided. Column format allows for leading zeros, however, if the leading zeros drop off when the file is saved, the import process will catch this and correct it. Must be correct to match existing records and accounts.

School: For consistency, please enter abbreviated school name. Examples: SUNY at Buffalo = UB, Erie Community College = ECC

Coordinator Name: First and last name of school coordinator submitting the file, Example: Jane Smith

Coordinator School Email Address: Must be in correct format and accurate

Coordinator Phone Number: Enter in format provided

File Name: Save the file with the filename provided, updating the school, type and date the file was submitted
> **File Name:** CHS Student Import_School_StudentType_MMDDYYYY
> **Example:** CHS Student Import_ECC_Nursing_07152021

Email completed files to: CHSStudentImport@chsbuffalo.org
> **Note:** Please do not send a separate file for each student. They should all be on 1 spreadsheet.

Communication of Student Active Directory Network Account (AD) Credentials and Other Access Provisioned
1. The student's AD username and provisional password will be emailed in 2 separate encrypted emails directly to the student email address provided in the import file
   - Students are provided instructions for how to open an encrypted email using Mimecast (see separate file for encrypted email instructions)
   - Students cannot access their school email while signed in to a CHS computer, but they can access on their cell phone

- Students need to reset their password the first time they sign in. Instructions for resetting this password is provided in the email sent to their school email address.

2. Students are automatically imported to the myCHU learning management system (HealthStream) the same day they are provisioned an AD account.
   - Students must now authenticate with Duo to sign in to HealthStream remotely. They cannot enroll in Duo until the day <u>after</u> they receive their AD username and password.

3. Epic access is automatically requested and sent to the Epic Security team to provision student access.

NOTE: We will no longer be emailing usernames and passwords back to the schools.

Students can call the Help Desk 24/7 **(716) 828-3600** for assistance with their username and password