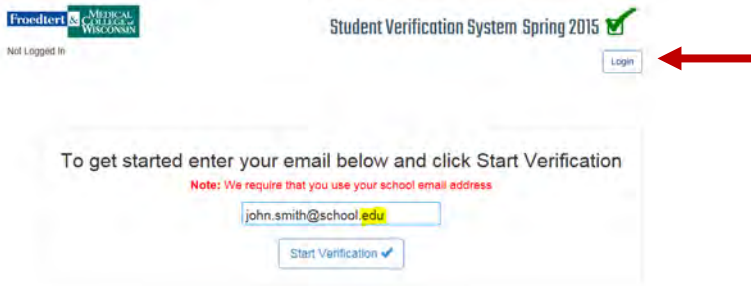
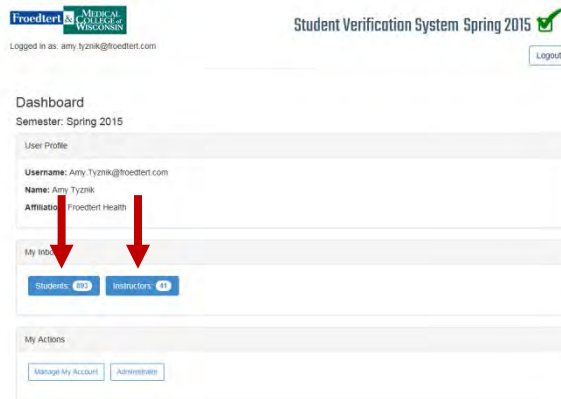


Student Verification System Validation

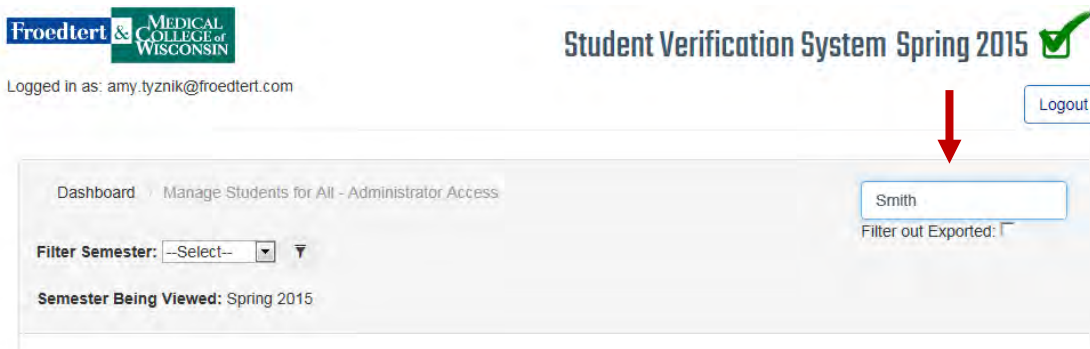
1. Student must register in the verification system using their student e-mail ending in ".edu"



2. Once the student has registered you can enter the validation system by clicking the "Login" button on the top right hand of the screen using the username and password that was sent to you. When you enroll in the system you will be able to change your password (Manage My Account). You will select the type of students you will be validating so that you only see your students. You will then have the ability to validate students and instructors



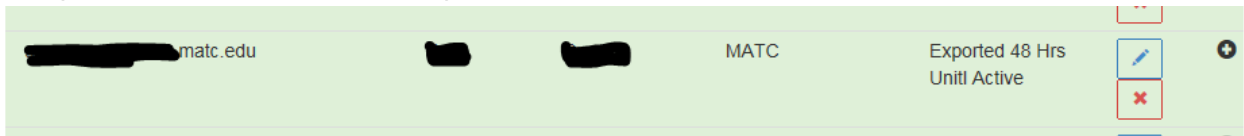
3. Once in the system click on either students or instructors depending on which you are validating.
4. You will then be able to search for the person you are looking for.



5. Once you find the person their box will be pink and say "waiting for verification." To validate them click the green check mark.



6. Once validated the box will turn green and the student or instructor will get sent an e-mail within 48 hours (not including weekends or holidays) giving them a link and password to access to the required online modules.



If you have any questions please contact Jane Hendricks, Education Coordinator at 414-805-5392 or e-mail Jane.hendricks@froedtert.com .