

These are Steps 2 and 3 of the onboarding process.

Internet Explorer is the preferred web browser for Allina Health systems. You might connect using a different browser, but successful connectivity and recording of results are not guaranteed.

For a PC – Use Internet Explorer, with Google Chrome as second choice.

For a Mac – Use Firefox. Safari does not support the software used to develop the training modules.

If this does not solve connectivity issues, please call the Allina Health Service Desk at 612-262-1900 and ask for assistance.

**CLINICAL STUDENT REGISTRATION - This cannot be done at the last minute.**

We hope that you find the clinical experience reaffirms your decision to be a part of the healthcare community. One thing you can do to reduce your stress is to ensure that you are properly registered for your clinical experience at Allina Health. Please read ALL of the following directions. They will help you navigate the process most effectively.

1. You should start the registration process **4 – 8 weeks prior to the start of your rotation.**
2. Do **NOT** register more than *2 months* prior to the start of the clinical rotation.
3. You must complete all online education at least one week prior.
4. If you do not complete the process in a timely manner, you will not be granted Excellian (Electronic Medical Record) Access. **Students without Excellian access on their first day of clinicals will be sent home.**

- All clinical students must register for their clinical experiences using a secure web site.
- Supervising faculty/instructors who are NOT on-site **should NOT** register.
- **Students will need to re-register at this site for every clinical experience within Allina Health.** Even returning students and students who are Allina employees need to re-register at this site.
- Allina strives to keep an accurate database of all students and faculty using its facilities. It allows Allina to get the correct Excellian access set up for each subsequent clinical experience and is particularly important when moving to a different Allina facility.

The link in the next section directs students/faculty to the secure web form for registration. This confidential web form allows the student/faculty to enter their personal information including Social Security number and receive an Allina User ID and password directly back via email. The Social Security number is required for everyone needing access to Allina's systems.

Be sure to add the following sites to your safe senders list in your email service. This will ensure that all messages from Allina reach you and that the web sites open properly.

**Allinahealth.org and Allina.com**

## **STEP 2: REGISTRATION WEB SITE LINK**

- Click the link below and open the page on Allina's web site. This is an unpublished link, so you cannot access it from anywhere in the Allina web site directly.
- If clicking the link does not work, copy and paste it into the Internet Explorer web address field.
- Last choice: If for any reason you need to actually type the link, the address must be typed exactly as shown. The upper case letters are required, and what may appear to be spaces between some letters are actually underscores ( \_ ).

**<https://www.allinahealth.org/Careers/Clinical-enrollment/>**

# Allina Health Academic Affiliations Ambulatory Clinics and Home Care Services Nurse Practitioner and Physician Assistant Students

July, 2018

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## ON-LINE REGISTRATION FORM TIPS

### College/University

Click on the spy glass to generate the master list.

The entire list of schools from the United States is listed by default.

At the top, **skip** the School Code field.

In the **State** field, enter **MN** for Minnesota and click the Lookup button or use the 2-digit USPS code for the correct state.

In the **Description** field, enter the **first letter** of the school name to further limit the list.

Click **Lookup**.

Click on the heading "**Description**" at the top of the column to sort the list in alphabetical order.

Scroll down to find the correct school name. Use the arrows to move to the next page if necessary.

Click on the state link (**MN**) in front of the school name.

The school name is added to the registration page.

Verify that this is correct before proceeding.

**Student Type:** Select from the drop down list. This is the type of student program you are currently enrolled in.

Adv Practice Nursing-CNM (Midwife)

Adv Practice Nursing-CNS (Specialist)

Adv Practice Nursing-MA/MS/DOC

Adv Practice Nursing-NP/DNP

Physician Assistant

**Clinical Start Date:** Enter the first date you will **start your clinical rotation at Allina**. Use the calendar search button, or enter the date using a forward slash or hyphen between the components. NOTE: This may NOT be the same as your class start date.

**Expected Graduation Date:** Use the calendar search button, or enter the date using a forward slash or hyphen between the components.

**Business Unit:** Click on the spy glass to generate the master list of Allina sites. Be sure to select the correct site from the list.

AHC Allina Health Clinics

or

HCH Home Care Services

**DO NOT SELECT Allina Medical Clinic, Aspen Medical Group or Quello Clinic.**

Click on the **Description** header at the top of the list to sort it in alphabetical order. Click on the link in front of the location name to select it.

**Clinic Location:** This field will display only if you have selected Allina Health Clinics (AHC). You must select the correct clinic from the drop down list before proceeding. Go back to the Business Unit field to change to a different site, if necessary.

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## STEP 3: FIRST-TIME ACCESS

Your access to Allina's online training will be available **after** 72 hours (3 days) of receipt of the New Student/Faculty Email Notification (or Return Student/Faculty Email Notification) memo, **excluding weekends and holidays**.

To gain access to Allina's medical records system (Excellian) for your student experience, you will need to complete online training.

**DO NOT ATTEMPT TO ENROLL YOURSELF IN THESE MODULES. THEY ARE NOT AVAILABLE FOR SELF-ENROLLMENT AND MUST BE ASSIGNED BY ALLINA HEALTH STAFF.**

### WEB-BASED STUDENT MODULES

Included in the system-generated email will be directions on how to access the web-based Allina Clinical Student Orientation. The student should plan for a minimum of 3 hours to complete the on-line registration and subsequent online courses. Allina employee-students will use their existing network login and password.

1. **Allina Clinical Student Orientation** – 45 to 60 min
2. **MyChart - Responding to a Medical Message from a Patient: Excellian eLearning** – 10 min
3. **MyChart - Sending a Medical Message to a Patient: Excellian eLearning** – 10 min
4. **Excellian for Ambulatory Medical Students** – 1-2 hours. This class is required for all provider students at Allina Health ambulatory clinics. Experienced Epic users will go through the class faster than novice users.
5. **Excellian for Inpatient Medical Students** – 1-2 hours. This class will be assigned so students can follow their preceptor into the hospital setting, should that be necessary. Experienced Epic users will go through the class faster than novice users. Also, if the student has a subsequent rotation at an Allina hospital, they will have already completed the training module so their start would not be delayed.

### RETURNING STUDENTS AND FACULTY

Orientation — Allina Health online orientation for the clinical student role. This will be assigned and must be completed once per academic year – fall to summer.

### TIPS ON COMPLETING THE ON-LINE ELEARNING MODULES

- ✓ Make sure you are using Internet Explorer 11 or higher (the default browser at Allina Health). The reason for this is that many eLearnings are created with Adobe Flash. Other browsers do not always support flash-based eLearnings.
- ✓ Ensure Pop-Up blockers are turned off.
- ✓ On the My Plan page, a View Summary button to the right of a learning item indicates more than one item needs to be completed in order to be considered successful in the class.
- ✓ If you are taking an eLearning and get interrupted, close out of the learning by **clicking the red X in the upper right corner**. This will ensure your connection to the LMS will remain valid. At times when the learning is left open, the LMS will time out and not send the completion to your record.
- ✓ Print or save the Certificate or completion page that shows you have completed the class. Send the certificates of completion to your faculty/clinical coordinator at your school.

### CONTACT PHONE NUMBERS

Technical Service Center (24 hours)	612-262-1900 or 1-877-992-8099	Password re-sets. <b>Be sure to identify yourself as a student or student faculty.</b>
Sourcing Specialist-Kate Herrick (M-F, 7:00a-3:00p)	612-262-5032	Post-registration questions, i.e.: LMS Access, Course issues, Excellian Access