

## Student Nurse Fingerprinting




A password known only to the student is required for Epic documentation.

The student will log in with the hospital-provided user ID and password. A prompt to change their password before continuing to the fingerprinting process will appear.

A fingerprint is required **ONLY** if the student will be administering medications. Do not continue to the fingerprint enrollment if the student will not be administering medications.

**\*If the student is an employee of Nationwide Children's Hospital or has previously been fingerprinted for any other reason they may be prompted to enroll a different finger. Follow the prompts as they appear.**

### Student Nurses: Enrollment and Verification of Fingerprint

1. Go to your desktop. To open the **eXactACCESS Desktop** either click the eChart Connect Toolbar icon  on the desktop or click the butterfly icon  on the toolbar.
2. On the **eXactACCESS Desktop**, scroll to the right. Click the BIO-key WEB-key Enrollment icon .
3. Follow the subsequent prompts closely to enroll your fingerprint for Epic identification; you will scan the same finger three times. If you have ever enrolled your fingerprint previously at NCH please let the educator know (e.g., previous employee, student, volunteer).
4. After you have submitted your fingerprint, verify the fingerprint quality by clicking **Verify** and following the instructions. When your fingerprint has been verified, close the application.



# NATIONWIDE CHILDREN'S

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