Nursing Student EPIC Logon Spreadsheet Request
Tip Sheet

General

- Submit request one to two weeks prior to the start date of the clinical
    - Spreadsheet needs to be submitted to the following email: nursingstudentaccount@nationwidechildrens.org
- Turnaround time is approximately two to five business days.
- To request student logon for one student only send an email to NCHSON@NationwideChildrens.org with the student's information.

Entering Information

- From the Schools of Nursing website download "Studentroster"

- Follow the step-by-step instructions below

- Step 5 – this will be the e-mail used to send the student's User ID information as well as any questions about the request itself – it is recommended that this be the students' clinical instructor's email

- Step 6 – make sure there are no spaces before or after the names when entering; hyphens and periods are allowed.

- Step 6 – make sure the "last clinical day" is the day after and not the day of. If the day of is entered the User ID will expire at midnight that day.

- Step 7 – "Fingerprint Time" – the date will automatically be scheduled for the "First Clinical Day", choose your preference of AM or PM. Fingerprints can be done by the instructor on the unit. Fingerprints are not required if students will not be administering medications. Choosing "Self-Enrollment" or "N/A" results in no fingerprinting appointment being scheduled.

- Step 8 – be sure the file is saved in the ".xlsm", or "excel macro enabled workbook" format

Please Note

- Once the User IDs have been created you will receive an e-mail with a spreadsheet of the student's User IDs and unique initial password; if any corrections need to be made call the Help Center at 614-355-3750, do NOT submit a second "Nursing Student Epic Setup Form" for the same group.

Instructions To Complete Student Roster

Steps	Instructions	Screenshots
Pre-requisite – Microsoft Excel 2007 or higher		
1	Download and open the '*Student Roster blank.xlsm*' document	
2	In the document, if prompted with **Security Warning**, please click the *'Enable Content'*. **** Please Note **** **This one-time security prompt will enable macro, which is a pre- requisite to start working on student roster document.**	
3	Enter the number of students to be on the roster. **Minimum – 1; Maximum – 200**	
4	Select the school from the drop-down list. **** Please Note **** **There are more than *40* schools listed in the drop-down menu. Please let us know if we have missed any.**	
5	Enter instructor's e-mail address. **** Please Note **** **The system will send new student account information to this email.**	
6	For each student fill out a row with the corresponding information (Name, First Clinical Day, Last Clinical Day). Data entered will be automatically validated for you. **E.g. - Date format – 07/01/2012** **** Please Note **** **All records should contain a valid entry. Invalid entries will not be accepted.**	**Valid Entry** **Invalid Entry – Needs Correction**
7.	Save the file in the same format (.xlsm), attach it to an e-mail & send to: **NursingStudentAccount@ nationwidechildrens.org**	