http://stlukesonline.com/employment/student_opportunities/index.php

New Students Only– who have not participated in a clinical rotation w/SLHS: please go online to fill out and submit the <u>New Student application</u>. You will receive an email letting you know your application was received; follow the instructions below to create a St. Luke's online orientation/training account.

To create a St. Luke's Online Orientation/Training account (make sure your Pop-up Block setting and caps lock button is off):

- 1. Open browser We recommend Fire Fox or Google Chrome
- 2. Copy and Paste the link below to the URL address: <u>https://learn.slhs.org/learn</u> and press Enter
- 3. Click Create your own account using your university email as your username (all lower case)
- 4. Complete the fields on the Create Account screen
- 5. Once you have completed all fields, click submit.

If you experience any computer issues, such as not being able to create an account, or are not able to complete or register for trainings in your To Do activities list, we recommend you change browser to either Fire Fox or Google Chrome. If you still have issues, contact Cynthia Probasco.

When you receive notice that your account has been approved, you must complete all trainings listed in your To Do Activities list at least 2 weeks prior to the start of your clinical rotation. Note it can take up to 2 working days for your account to be approved.

Submit your student photo via email to probascc@slhs.org for your St. Luke's student ID badge.

Returning Students Only – who have participated in a prior clinical rotation w/SLHS – please go to the online application page, fill out and submit the <u>Returning Student</u> application.

Once your application is received, you will be sent St. Luke's online orientation/training instructions to log back into your online account. You will be required to complete any new or expired trainings listed in your To Do Activities list.

All Students - If you will be participating in your clinical rotation during the flu season, you will also need to submit your flu vaccination record. Once it is received, your St. Luke's student badge will need to have a blue flu tag attached to show compliance. Students who do not have a St. Luke's student badge w/a blue flu tag will be asked to leave St. Luke's campus.

If you have any questions, please don't hesitate to contact me.

Cynthia Lane Probasco Medical Education Coordinator Center for Learning and Development

St Luke's

St. Luke's Health System 190 E Bannock, Boise, ID 83712 probascc@slhs.org | Phone: 208-381-7857 | Fax: 208-381-1508