

VUMC Student and Instructor Guide to Final Clearance

2024-2025 Academic Year

The following deadlines should be followed once your school coordinator submits your student or instructor information to VUMC Student Placement. Follow-up with your school coordinator about information submission and the deadlines below as needed.

Deadlines

<p>Receive Next Steps Alert from automation@app.smartsheet.com</p>	<p>By the 5th of the Month Prior to Start Date</p>
<p>Claim VUMC ID **Current VUMC employees, or returning student and instructors (within 24 months), do not need to create new VUMC IDs</p> <ul style="list-style-type: none"> Students/instructors will receive email from Workday (vumc@myworkday.com) with instructions on how to complete their Workday tasks to claim a VUMC ID. Follow the tasks instructed by Workday to activate account by the deadline provided. <ul style="list-style-type: none"> The deadline to complete tasks and claim a VUMC ID is provided within the notification from vumc@myworkday.com. Temporary login information will be deactivated after deadline. Students/instructors will receive a link to claim a VUMC ID from vumc@myworkday.com after Workday tasks are completed. 	<p>By the 10th of the month prior to start date</p>
<p><i>Students and instructors with active VUMC IDs...</i></p> <ul style="list-style-type: none"> Will be auto enrolled into the required Student Placement 2024-2025 AY Student & Faculty Orientation. Will self-enroll into eStar training (if needed), including VUMC employees. Separate email communication sent from automation@app.smartsheet.com about required training. 	
<p>Compliance Requirements **Expect instructions from automation@app.smartsheet.com to complete...</p> <ul style="list-style-type: none"> Attestation that your compliance meets VUMC requirements. Request to upload training completion certificate(s). 	<p>By the 20th of the month prior to start date</p>
<ul style="list-style-type: none"> A final clearance email from automation@app.smartsheet.com will include your Digital Clearance Passport (proof of your final clearance), including your name and facility of clearance. Students and instructors who do not meet the above deadlines will be delayed and should connect with their school coordinator for their adjusted start date. 	

Nursing Students and Clinical Instructors (excludes LPN students): Please expect a delay in eStar access if you do not complete your online training prior to the start date. Instructors should not take students to the units without having eStar access.