

# Allied Health School Affiliations Onboarding Process



## STEP 1

### Coordinator Completes and Submits Student Spreadsheet

The spreadsheet must be submitted **4-12 weeks prior** to the student's start date to School Affiliation's team email address: [ORRegHRStudentAffiliation@providence.org](mailto:ORRegHRStudentAffiliation@providence.org).

*To ensure the student's information is encrypted, please reach out to our team via the email address above to request our secure link.*



## STEP 2

### School Affiliations Sends Welcome Emails to Student

School Affiliations emails onboarding instructions to students seeking clearance using the email address provided on the spreadsheet.

*Students are asked to keep the initial onboarding emails sent to them, as their Affiliate ID# and document upload link will be in these emails. Please note that it may take up to 24 hours for the Affiliate ID to work in the OnBase system.*



## STEP 3

### Student Submits Required Documents to OnBase

Students use the link sent in the welcome email to complete all forms on OnBase and upload required documents at least **2 weeks prior** to the student's start date.

*Students must upload all documents and complete all forms at the same time and must complete training sent in the welcome email before uploading OnBase documents.*



## STEP 4

### School Affiliations Will Review and Process Documentation for Clearance

School Affiliations will email the student, school coordinator, and Providence contact once the student is cleared to start their learning experience at Providence.

*Please ensure that all required documentation has been submitted and that our team has had **1 week** to process all information before inquiring about the status of student or faculty clearance. Please then contact us at our team email listed in Step 1.*