GME School Affiliations Onboarding Process

Providence

STEP 1
Providence 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.

STEP 2
School Affiliations Sends Welcome Emails to Providence Coordinator

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

Coordinators are asked to keep the initial onboarding emails sent to them, as their student's 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
Providence Coordinator Submits Required Documents to OnBase

Providence coordinators use the link sent in the welcome email to upload required documents at least **2 weeks prior** to the student's start date.

Coordinators must upload all documents and complete all forms at the same time.

STEP 4
School Affiliations Will Review and Process Documentation for Clearance

School Affiliations will email the Providence coordinator 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 clearance (you may also check the clearance list). Please then contact us at our team email listed in Step 1.*

Still have questions? Please visit our FAQ before reaching out to our team.