School Affiliations Observer Onboarding Process

Providence

STEP 1
Providence Sponsor Submits Observer Spreadsheet

The Providence sponsor sends the observer spreadsheet to School Affiliations at ORRegHRStudentAffiliation@providence.org.

STEP 2
School Affiliations Sends Welcome Emails to Observer and Sponsor

School Affiliations sends a welcome email to the observer and the sponsor containing their packet and a link to OnBase, as well as their Affiliate ID.

Observers and sponsors are asked to keep the initial onboarding emails sent to them, as the 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
Observer and Sponsor Complete and Upload Required Documents to OnBase

Observer and sponsor complete packet and upload the packet and COVID card to OnBase (the Providence sponsor may also upload these documents if they prefer).

The observer or sponsor must upload all documents at the same time and observer 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 reviews uploaded information and sends a clearance email once the observer has been cleared. Observers *must* be cleared before they begin observing at any Providence location.

*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 observer clearance. 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.