School Tasks for Rotation Manager and WORKDAY Accounts

Questions on licenses? sales@rotationmanager.com

Questions on how to use Rotation Manager? helpdesk@rotationmanager.com PDF Manual? Click here.

Step 1: Purchase licenses
*If you do not have a school account already**, you may request one by emailing
helpdesk@rotationmanager.com
If the school has an existing account with Rotation Manager, please purchase licenses by going to
www.rotationmanager.com/pay

Step 2: Students register
Students register themselves by going to RotationManager.com and clicking on REGISTER

Step 3: Create rotation requests
When logged in, Click on My Rotations → New.   Click here for video tutorial
*Employee Rotation needs to be created for students that are active CFVHS employees

Step 4: Assign Students to Rotations - 4 weeks before start of rotation
 When logged in, Click on My Rotations → View All
Click on **ASSIGN MORE** button. Click here for video tutorial. <mark>All available documents must be completed to receive a Workday account. Send Badge Request forms</mark> for students and instructors to ehoughton@capefearvalley.com.
Delay in this step will lead to delay in start of rotation. <mark>If students have badges sent the only the rotation number.</mark>

Step 5: Help students complete hospital file requirements
Click here for video instructions.
See page 2 for the list of CFV student requirements. These requirements **only** apply to students that are **not active CFVHS Employees.** Students that are **active CFV employees** and in an 'Employee Rotation' will complete SSN Form and Head shot

Step 6: Complete required hospital orientation learning in <mark>WORKDAY</mark> Account
The student/instructor will be assigned require courses in their WORKDAY account. Students will login and complete the courses assigned to them. Upload Proof of Completion into their Rotation Manager account, 'Documentation of Completed WORKDAY Learning'.

Step 7: Confirm Students To Rotation THREE WEEKS BEFORE START DATE-
When logged in, Click on My Rotations → View All
Click on **CONFIRM MORE** button

#	Hospital Location	Start Date	End Date	Shifts	School-Campus-Discipline	Slots Offered By Hospital	Assigned	Confirmed
24324 ⬇️✖️ [ ] ▾ Attendance [Files]	Red Cross Hospital Nursing - Maternity 2ND FLOOR Precepted	09/01/2021	09/30/2021	Wed,Fri,Mon,Thu 7:00 - 15:00	Red Cross College - Downtown2 - Nursing	2	Assign More 2: 👤	Confirm More 0: 👤

Hospital / Document Name	Mandatory
Cape Fear Valley – Nursing (Student)	
Cape Fear Valley Employment Question	Yes
Information Form – DOB	Yes
NEW SSN Form	Yes
Drug Screen Results (Instructions)	Yes
Background Check Report (Instructions)	Yes
Headshot Photo-SEE INSTRUCTIONS-NO FILTERS- JPG format (Instructions)	Yes
Parking Registration Form (Form)	No
Cape Fear Valley Middle Name Information Form	Yes
CFVHS Remote Access Request Form (Form)	No
Student Observation Form (Form)	No
Snapshot of completed Workday Learning - New students only	No

The Flu vaccine is mandatory for all students attending rotations August through March.

Clinical Student/Instructor Roster

School Name:_____Date:_____

Program Name: _____

Clinical Rotation and/or Internship Dates: Begins:_____Ends: _____

CFVH Preceptor/Mentor's Name:_____Dept: _____

Rotation Location: CFV-Main   **Confirmed Rotation** # _____

	Returning Student *If yes, last rotation date*	**Print Student Name**		**Last 5 Digits SS#**	**Assigned Badge #** Office Only	**Predicted Graduation Date : mm/dd/yy**
		Last Name	**First Name**			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

The signature below verifies that before a clinical or non-clinical rotation/internship can begin and to obtain an ID badge **ALL** students and instructors must be CLEARED in Rotation Manager **two weeks** before the rotation start date.

School's Instructor/Representative:

Name *(print)*:_____Phone #:_____

Email   address: _____

Training and Development T&D@capefearvalley.com Phone: 910. 615-6650

Workday Account- Student Contingent Worker

Cape Fear Valley Health System uses Workday Learning for all onboarding. An account has been created for you. Two auto-generated emails are sent to the email address provided. An example of the initial email is below.

From: **Cape Fear Valley Health** <capefearvalley@myworkday.com>
Date: Sat, Apr 1, 2023, 5:01 PM
Subject: Your Workday account
To: <blairbear1877@gmail.com>

Blair Bear,
An account has been created in the Workday system for you. Your password has been sent in a separate email.
URL: https://www.myworkday.com/capefearvalley
Username: 52336

Multi-Factor Authentication will be needed every time you log into Workday – from work, home or your phone. Because Workday is cloud based, we want to make sure your information is protected, and Multi-Factor Authentication gives an extra level of security.

Cape Fear Valley uses DUO but you may use any MFA that is compatible with Workday.
The video linked below, shows how to set up Microsoft Authenticator on your phone or computer before signing into Workday.
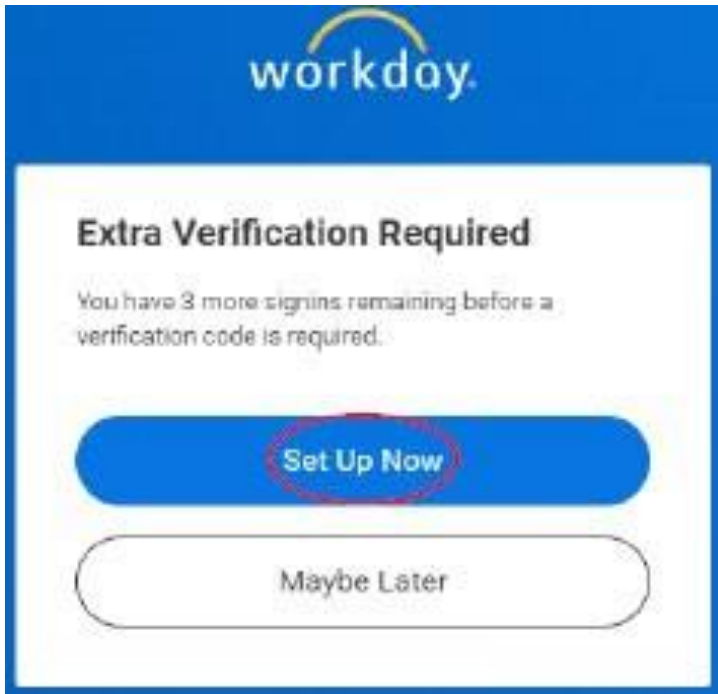
https://youtu.be/6jRQSkvPGmk

1. Navigate to the Workday website.
2. STUDENTS USE OTHERS Pre/Post Employees

Employees(Single Sign On)

Others(Zebra Hand Helds and Pre/Post Employees)

3. Click "Set Up Now"

Extra Verification Required

You have 3 more signins remaining before a verification code is required.

Set Up Now

Maybe Later

4. Type your passcode into the Security Code field, then click 'Next'

Confirm Security Code

Enter the 6-digit security code from your authenticator app to continue.

Security Code

123456

Next

Back

5. The Success! screen presents you with your Workday account backup codes. Record these and store them somewhere safe (not on a sticky note stuck to your monitor). Each 6-digit code can be used only once. They are useful for those moments when you need to sign in but do not have your phone with you for any reason.

6. From this screen, you can click "Done". You should now be signed into workday.
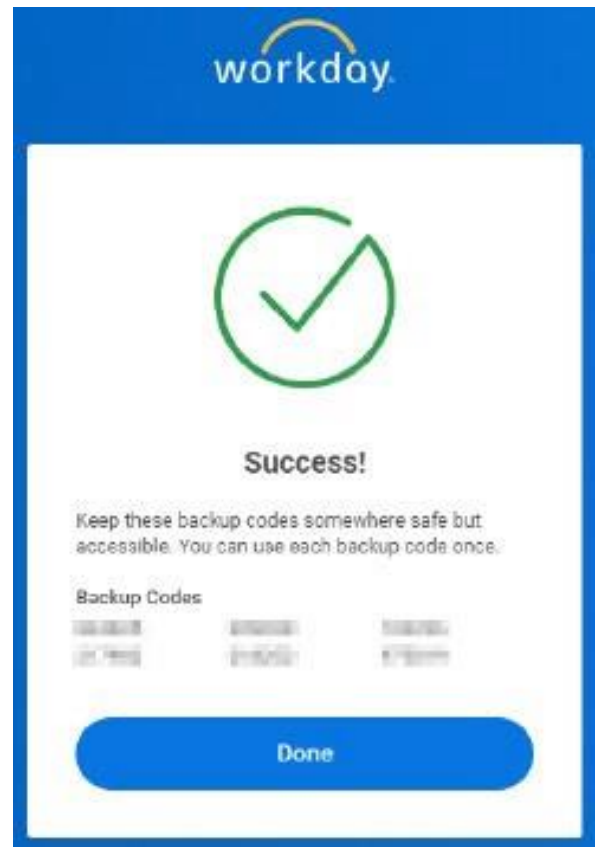
All required courses have been assigned under 'Career' and must be completed as part of the onboarding process.
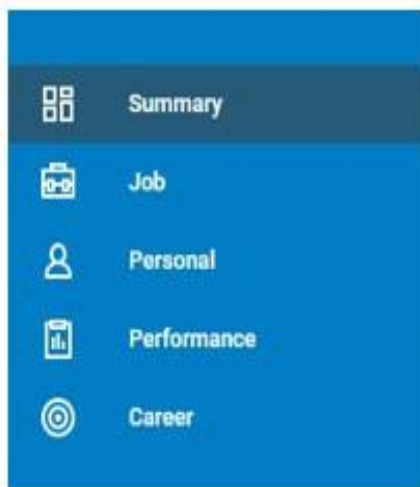
For additional Student Onboarding Resources visit our Clinical and Non-Clinical Webpage at

https://www.capefearvalley.com/orientation/