

Helpful Tips for Onboarding at Seattle Children's

1. First read the document you get from Children's titled, Nursing Student Orientation.

a. In this document (attached above), pay close attention to step which is download Gemlato key app.

b. The Gemalto key app must be downloaded to continue.

2. When you click on step one, it brings up a power point on how to download Gemalto key. I would read through this entire document first, then go back and look at it step by step.

a. Your user name will be the user name Melissa sent, I believe your password should be the numeric password (employee number) that was issued. If not, it will be the password ADN Program Manager sent.

b. Pay close attention to step 4-7.

3. Now once, you have down loaded the Gemalto app. Then look at the document Children's sent titled Student System Access.

a. Pay close attention to step 4.

b. You will get a code from your Gemalto key (on your phone); you will use your user name (name ADN Program Manager sent) and password (employee ID). Do not click verify.

c. If you have problems at this stage logging on, contact SC HELP desk during business hours.

d. Pay close attention to this statement for step 3 process.

Your system password has been set to your non-employee ID number (also referred to as "Badge Number"). You will be prompted to change that immediately the first time you log in. In order to complete the required web based trainings, you must log into our application portal to access our learning management system called, Learning Center. **Be sure to print out your learning history and turn in to your faculty/instructor.** Once your trainings are complete, please call our IS department at 206-987-1111 (between 0600 –1800 Monday through Friday only) and let them know you have completed your CIS web based trainings. They will then unlock your account so you have access when

you arrive. **Please note – they will need to know your ID# (Badge Number) when you call.**