

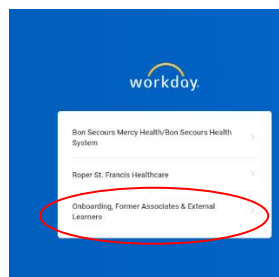


Bon Secours Mercy Health Nursing

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Instructions for Students using CBB for a BSMH Clinical Rotation

1. If you do not already have a CastleBranch Bridges (CBB) account, you will need to place an order for one using the Package Code provided to your instructor
2. You will receive an email from CBB when your instructor assigns you to a clinical experience
3. Log in to CBB
4. Navigate to Checklist to complete CBB requirements (FCRA Agreement, Consent to Share Information, and FERPA Consent)
5. Once CBB requirements are completed, the first BSMH checklist items will appear:
 - a. BSMH Confidentiality and Security Agreement
 - b. BSMH Student/Instructor Form:
 - i. Social Security # (or VISA ID #)
 - ii. School student ID #
 - iii. Choose “**CBB Nursing Student**” from the drop-down menu
 - c. BSMH COVID-19 Form: Manufacturer and date of vaccination
 - d. BSMH COVID Upload: upload an image of your vaccine card
6. When you complete these items, and they are approved by your instructor, you will receive 3 emails from BSMH (from the email address “*easyservice@myworkday.com*”). It is VERY important to read each of these emails as they will contain instructions and login information for Workday to complete your learning requirements.
7. Follow the instructions to log in to Workday to complete the learning modules. Be sure to select “Onboarding, Former Associates & External Learners” when you log in.



<https://wd5.myworkday.com/wday/authgwy/easyservice/login.html?returnTo=%2feasyservice%2fd%2fhome.html>

Your learning modules will not appear until 24-48 hours after your workday account is created.

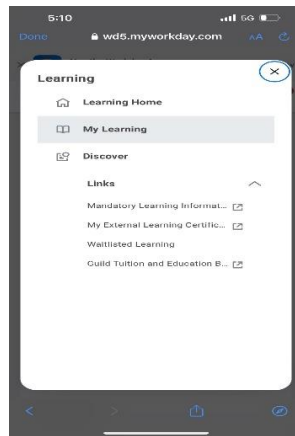
These modules MUST be completed within 7 days and BEFORE the first day of clinicals. Approximate times are included below:





- a. BSMH Undergraduate Nursing Student Orientation:
 - i. BSMH EPIC Undergraduate Student Nurse eLearning (67 mins)
 - ii. Student Clinical Orientation (30 mins)
- b. BSMH Annual Undergraduate Nursing Student System Mandatory Training
 - i. 2024 New-Hire COVID-19 Attestation: Self-Monitoring of Symptoms (5 mins)
 - ii. 2024 New-Hire Compliance Corporate Education (30 mins)
 - iii. 2024 New-Hire HIPAA and PHI Training (50 mins)
 - iv. 2024 New-Hire Code of Conduct Training (15 mins)

To access your learning modules in Workday, please select Learning and then My Learning



8. Once you have completed these learning modules, log back into CBB and navigate to your checklist to complete the 2nd set of BSMH Requirements:
 - a. Workday Attestation- DO NOT sign until all workday modules are complete.
 - b. Student and Instructor Agreement
 - c. BSMH Flu Form: Manufacturer and date of vaccination
 - d. BSMH Flu Upload: upload an image of your vaccine card/record.

Please Note: If it is not currently “Flu Season,” you may leave this item blank. Your instructor or clinical coordinator will override it.

9. You will receive 2 additional emails from BSMH (*IAMHome Notification Service “noreply@mercy.com”*) with your login and password information for EPIC, our Electronic Health Record.

***Remember, the log in for EPIC is different than the log in for Workday! ***



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*Wait until first day of clinical to change epic password onsite, **do not** attempt to change using this e-mail link:

In order to access the BSMH systems, please follow the directions below:

1. Retrieve Your Network Account User Name and Domain from the other email.
2. Go to the Password Change site: <https://BSMHADFS.health-partners.org/adfs/portal/updatepassword/>

10. Congratulations! You have completed all the requirements to attend clinicals at BSMH!

Troubleshooting Tips:

- ✓ Check your spam or junk mail folder if you have not received emails from BSMH.
- ✓ If you are also a BSMH employee, you will have 2 separate workday accounts, one for your BSMH role and one for your student role.
- ✓ If you cannot log into workday, call the helpdesk 1-833-691-4357– **you cannot use the “forgot password” function**
- ✓ If you are having issues with a workday module loading, first:
 - Use Google Chrome as the browser, if possible
 - Clear your cache in your browsing history
 - Close the module, and log in again

If none of these actions help, then we recommend you call the BSMH Help Desk at 1-833-MY1HELP (1-833-691-4357).

Please ensure you tell them:

1. You are a CastleBranch Bridges Student
2. The exact name of the module you are having trouble with and what the issue is.

Resources:

- For technical issues with your CastleBranch Bridges account i.e., unable to sign a form or missing checklist items, please reach out to the email BSMH-Undergraduate-Nursing-Student-Resource@Mercy.com
- For Workday issues i.e., password resets, issues in the learning modules, or you do not have any learning modules on your workday account after the 24-48 hour wait, please call the BSMH IT help desk.

Call the BSMH Help Desk:

1-833-MY1HELP (1-833-691-4357)





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Make sure you let them know these things:

1. You are a CastleBranch Bridges Student
2. You are unable to access Workday as an external learner with your security questions.

If you have looked and are unable to find your workday email and all your checklist items have been approved in CBB, please email BSMH-Undergraduate-Nursing-Student-Resource@Mercy.com .

All other questions, we are here for you!

BSMH-Undergraduate-Nursing-Student-Resource@Mercy.com