

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

The students can also purchase licenses directly on the [REGISTER](#) page or go to step 2.

Step 2: Students register

Students register themselves by going to RotationManager.com and clicking on [REGISTER](#)

Click [here](#) to see an email message that you can forward to your students, to invite them to 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

When logged in, Click on [My Rotations → View All](#)

Click on **ASSIGN MORE** button. Click [here](#) for video tutorial

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 **WORKDAY** Account- Login

The student/Instructor will receive link to WORKDAY and username and password to the provided in Rotation Manager. Student will login and complete the onboarding hospital Modules assigned to them. Students will upload Proof of Completion into their Rotation Manager account.

Step 6: Confirm Students To Rotations

When logged in, Click on [My Rotations → View All](#)

Click on **CONFIRM MORE** button

Click [here](#) for video tutorial

Note: The system will not allow you to confirm students until they have completed all documents.

Step 7: Notify CFV of Completed Rotation- Send Badge Request Roster

Badge Request forms for students and instructors should be sent to ehoughton@capefearvalley.com.

Delay in this step will lead to delay in start of rotation. If students have badges sent the only the rotation number.

#	Hospital Location	Start Date	End Date	Shifts	School-Campus-Discipline	Slots Offered By Hospital	Assigned	Confirmed
24324	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	2: 0:	0: 0:

Hospital / Document Name	Mandatory
Cape Fear Valley - OT (Student)	
Cape Fear Valley Employment Question	Yes
Information Form - DOB	Yes
NEW SSN Form	Yes
Drug Screen Results (Instructions)	Yes
COVID Documentation	Yes
Background Check Report (Instructions)	Yes
Headshot Photo-SEE INSTRUCTIONS- NO FILTERS- JPG format (Instructions)	Yes
Parking Registration Form (mandatory) (Form)	No
Covid Booster	No
Cape Fear Valley Vaccine Form	Yes
Cape Fear Valley Middle Name Information Form	Yes
CFVHS Remote Access Request Form (Form)	No
Documentation of Completed WORKDAY Learning- Upload	Yes

Workday Account

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.

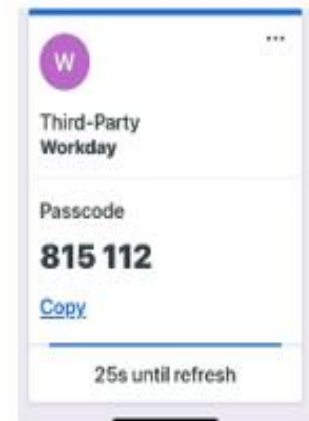
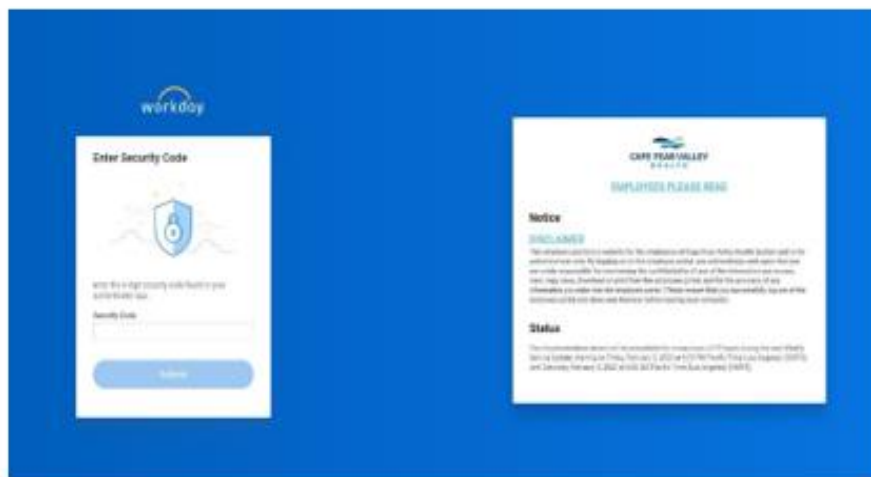
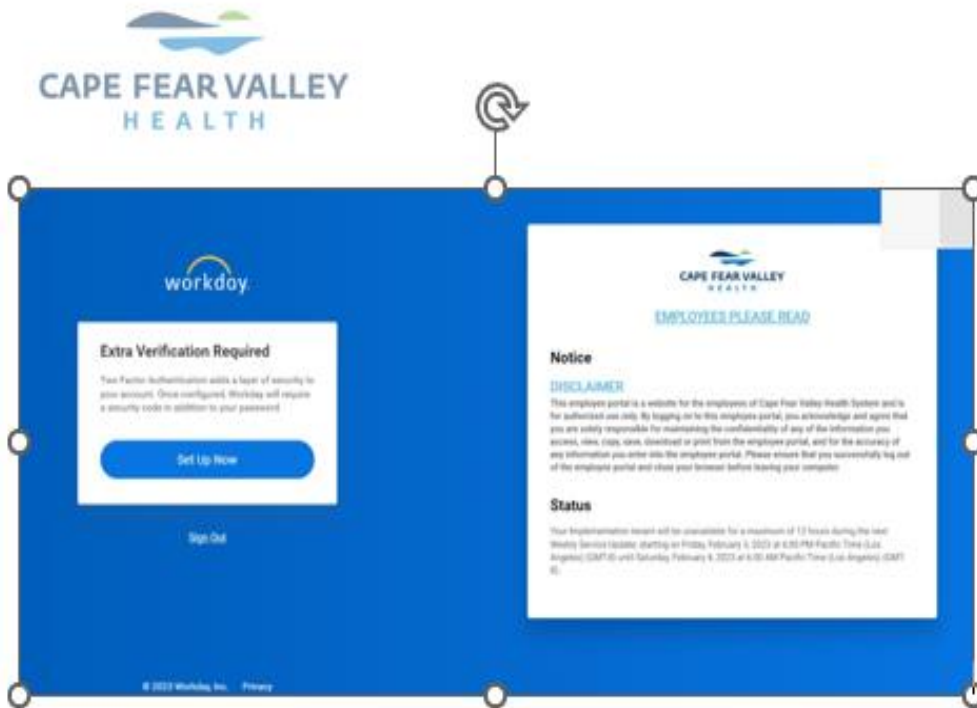
From: **Cape Fear Valley Health** <capefearvalley@myworkday.com>
 Date: Sat, Apr 1, 2023, 5:01 PM
 Subject: Your Workday account
 To: <blairbear1877@gmail.com>

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

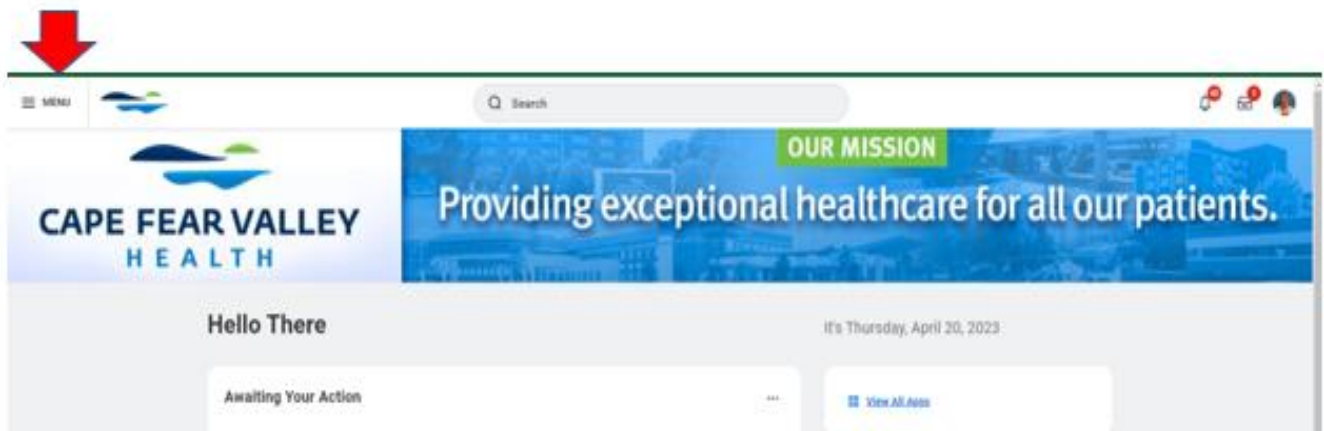
Multi-Factor Authentication will be needed every time you log into Workday – from work, home or your phone. Because Workday is cloud based, we want to make sure your information is protected, and Multi-Factor Authentication gives an extra level of security.

Cape Fear Valley uses DUO but you may use any MFA that is compatible with Workday.





Assigned courses will appear under Awaiting Your Action on your home page. You can also click on Menu to find Career – Learning.





- Summary
- Job
- Personal
- Performance
- Career

Learning Training Job History Skills Education Certifications

Not Started 2 items

	Name	Content Type	Registration Status
Q	EpicCare Inpatient Provider Behavioral Health Post-Class EUPA	Digital Course	Enrolled
Q	Inpatient/Outpatient Behavioral Health Provider Learning Plan	Program	Enrolled

All required courses have been assigned and must be completed as part of the onboarding process.