School Tasks for Rotation Manager and WORKDAY Accounts

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: 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 3: Students register
Once rotation is approved by CFVHS students register themselves by going to RotationManager.com and clicking on REGISTER. Students should not create accounts until rotation is APPROVED.

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. **All available documents must be completed to receive a Workday account. Send Badge Request forms** for students and instructors 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.

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 Headshot

Step 6: Complete required hospital orientation learning in WORKDAY 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'. **See page 2 for Workday Account log-in directions**.

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	Red Cross Hospital Nursing - Maternity 2ND FLOOR *Precepted* Files	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

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.
The video linked below, shows how to set up Microsoft Authenticator on your phone or computer before signing into Workday.
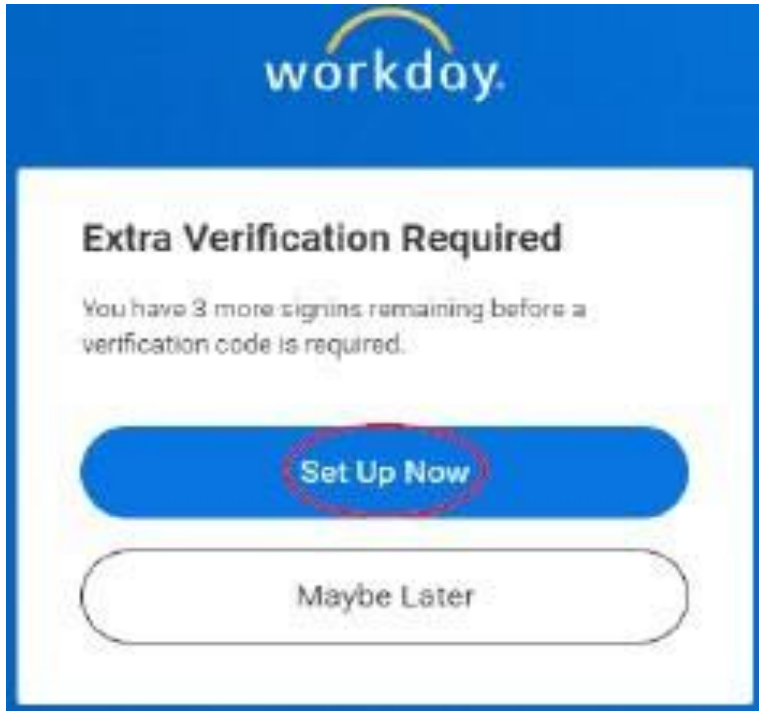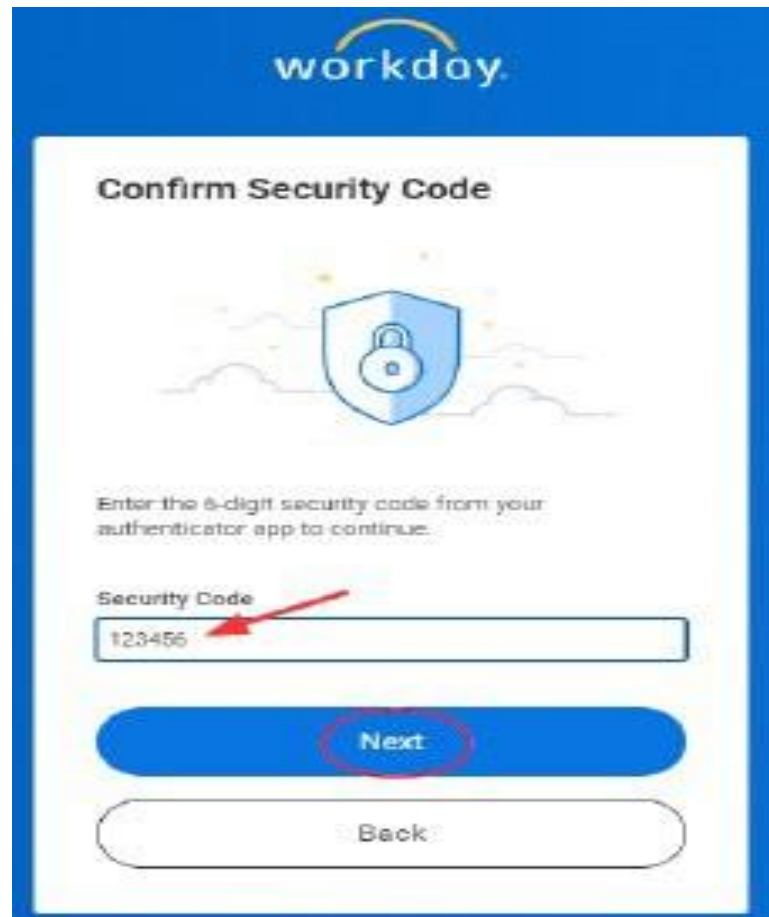
https://youtu.be/6jRQSkvPGmk

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


3. Click "Set Up Now"

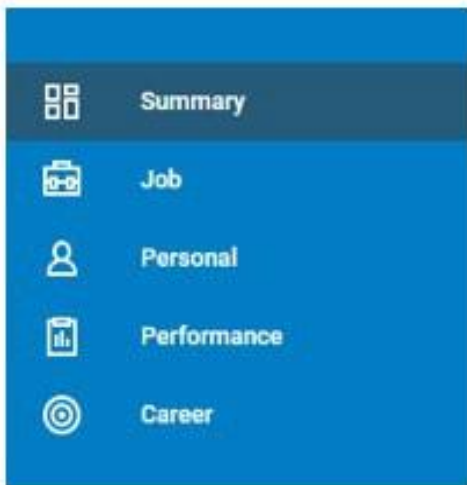4. Type your passcode from MFA into the Security Code field, then click 'Next'

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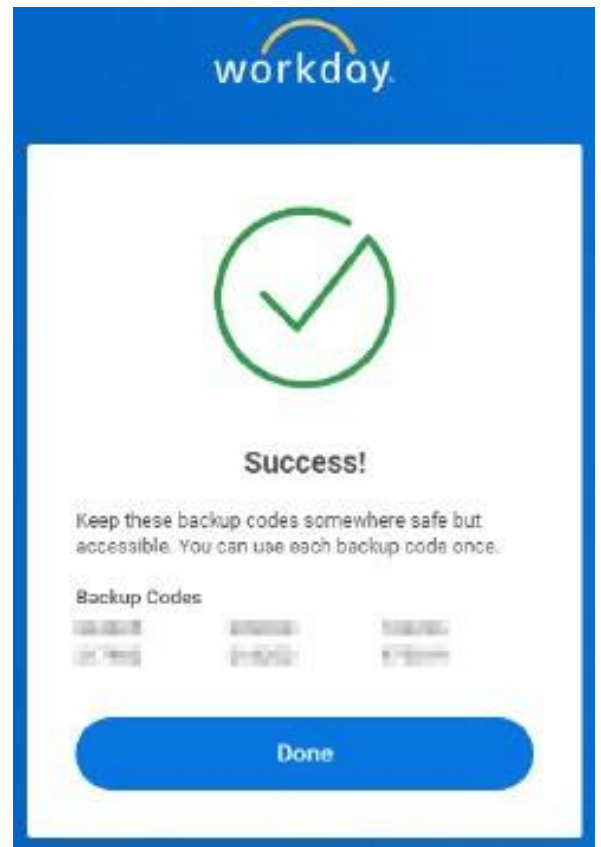
All required courses have been assigned under 'Career' and must be completed as part of the onboarding process.

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