## School of Nursing Verification Portal Step 1: Go to URL https://emich.tfaforms.net/217761 or Click on link to open School of Nursing Verification Portal Student Information Student ID Number E000 TEST STUDENT ONLY Submit Need assistance with this form? Step 2: Enter Student ID number and Click Submit School of Nursing Verification Portal Student Information -First Name Last Name Requested Start Date E000 TEST STUDENT ONLY Ester Eagles Email Address Admissions GPA Mobile Phone Number SON Start Admit Date Please select... September 8, 2015 October 22, 2015 January 6, 2016 jnovak17@emich.edu SON Advising Complete Gen Ed Advising RN License RN License Number Number Yes Complete Expiration Date Yes 08/04/2015 123456 □ No ■ No RN License Confirmation Status Verify Credentials Complete Please select... License Confirmed Per School of Nursing Please select... License Confirmation Pending Review No Background Verification Status Please select... Background Verified and Complete by School of Nursing Background Verification Pending Comments

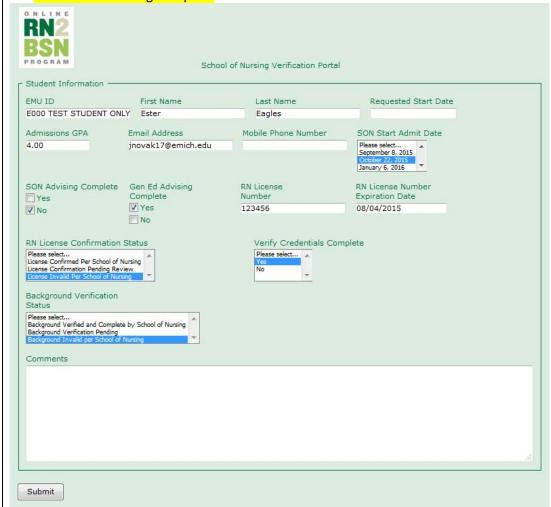
Submit

Student Information will return.

Step 3: Select Student RN License Confirmation Status, Verify Credentials Complete and Background Verification Status. Enter Comments as needed (comments are not visible to student only internal EMU staff)

New Fields Added can be updated/queried in Salesforce or in the form.

- SON Start Admit Date
- SON Advising Complete
- Gen Ed Advising Complete



Click Submit

Submission Complete. Please resubmit to make updates or changes.

Confirmation of Submission will display on screen

To review or change a submission return to main screen url and reenter student id number. The student updated information will return to screen.