

School of Nursing Verification Portal

Step 1: Go to URL <https://emich.tfaforms.net/217761> or Click on link to open

ONLINE
RN2
BSN
PROGRAM

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

ONLINE
RN2
BSN
PROGRAM

School of Nursing Verification Portal

Student Information

EMU ID First Name Last Name Requested Start Date
E000 TEST STUDENT ONLY Ester Eagles

Admissions GPA Email Address Mobile Phone Number SON Start Admit Date
4.00 jnovak17@emich.edu Please select...
September 8, 2015
October 22, 2015
January 6, 2016

SON Advising Complete Gen Ed Advising Complete RN License Number RN License Number Expiration Date
 Yes No Yes No 123456 08/04/2015

RN License Confirmation Status Verify Credentials Complete
Please select... Please select...
License Confirmed Per School of Nursing Yes
License Confirmation Pending Review No
License Invalid Per School of Nursing

Background Verification Status
Please select...
Background Verified and Complete by School of Nursing
Background Verification Pending
Background Invalid per School of Nursing

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

The screenshot shows the 'School of Nursing Verification Portal' for the 'ONLINE RN2 BSN PROGRAM'. The form is titled 'Student Information' and contains the following fields and sections:

- Student Information:**
 - EMU ID: E000 TEST STUDENT ONLY
 - First Name: Ester
 - Last Name: Eagles
 - Requested Start Date: [Empty]
- Admissions GPA:** 4.00
- Email Address:** jnovak17@emich.edu
- Mobile Phone Number:** [Empty]
- SON Start Admit Date:** Dropdown menu with options: Please select..., September 8, 2015, **October 22, 2015**, January 6, 2016.
- SON Advising Complete:** Radio buttons for Yes (unchecked) and No (checked).
- Gen Ed Advising Complete:** Radio buttons for Yes (checked) and No (unchecked).
- RN License Number:** 123456
- RN License Number Expiration Date:** 08/04/2015
- RN License Confirmation Status:** Dropdown menu with options: Please select..., License Confirmed Per School of Nursing, License Confirmation Pending Review, License Invalid Per School of Nursing.
- Verify Credentials Complete:** Dropdown menu with options: Please select..., **Yes**, No.
- Background Verification Status:** Dropdown menu with options: Please select..., Background Verified and Complete by School of Nursing, Background Verification Pending, Background Invalid per School of Nursing.
- Comments:** A large text area for entering comments.

A 'Submit' button is located at the bottom left of the form.

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.