

# Online Orientation & Participation Agreement

## *(Completed by Student)*

- Go to the following link: <https://www.rsfh.com/orientation/main.aspx>

The page will look like this –

The screenshot shows the Roper St. Francis Orientation Portal. On the left, there are two columns of links. The first column, under 'For Future Reference', includes 'RSFH Mission', 'RSFH Standards of Behavior', 'Code of Conduct', and 'Electronic Communication Policy'. The second column, under 'Hospice Contractors Only', includes 'Hospice Contractor Orientation Module' and 'Hospice Module Attestation'. The main area on the right is titled 'Please enter the following information' and contains four input fields: 'Name:', 'Business/School:', 'Email address:', and 'Last 4 Digits of SSN:'. A 'Log In' button is located below these fields.

- Enter Name, School, Email Address, and Last 4 Digits of SSN
- Click “Log In”
- Click on “Orientation Module”

The screenshot shows the Roper St. Francis Orientation Portal after logging in. A red arrow points to the 'Orientation Module' link in the left sidebar. The main content area is titled 'Welcome to the Roper St. Francis Healthcare Non-Employed Workforce Orientation Module!'. It contains instructions to click on the 'Orientation Module' link on the left. It also mentions that the orientation module consists of a PowerPoint presentation and that users should print the agreement, sign it, and return it to their leader. There are also references to the 'For Future Reference' section and the 'Hospice Contractors Only' section.

- Read through the slides carefully.
- When you are finished, close the slides page. Click on “Participation Agreement.”

This screenshot is identical to the previous one, showing the Roper St. Francis Orientation Portal after logging in. A red arrow points to the 'Participation Agreement' link in the left sidebar, which is the next step in the process.

- Print, Date, and Sign p. 3 of the Participation Agreement (PA).
- Submit the signed PA to your school/residency/fellowship coordinator or [student.development@rsfh.com](mailto:student.development@rsfh.com)

NOTE: RSFH will audit Online Orientation submissions for completion.

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