

Student Connect Care Onboarding Guide

Section 4: Students with Existing Connect Care Roles

If you are an AHS employee with an existing Connect Care role completing a student placement, you *may* have two unique Connect Care usernames and passwords (you will have a main and secondary (.e2) account). The differences are summarized below:

Instructions for students

Main account - the one you use to login to the main AHS network / windows	.e2 account - Secondary account
Username	Username.e2
Password	Password (will be different from the main password)
Will have all associated roles in drop down within Connect Care ("jobs"). Will have all main account and .e2 account roles.	Will only have .e2 role(s) available within Connect Care ("jobs")
Only use the role associated with this account. For example, if this is your staff account and you are Health Care Aide (HCA), use the HCA role when you login using this account.	Only use the role associated with this account. For example, if this is your student account and you are a student nurse, use the appropriate student nursing role when you login to this account.
All roles ("jobs") will show within this account. It is possible to select any role to document in the patient record. However how you are identified in the background (example HCA vs. nursing student) will be incorrect if you select the role associated with the .e2 account.	

- You will receive an email to both your AHS email and your school email that outlines which one is your student account and which is your main account. Typically, your main account will be your AHS employee account and the .e2 would be associated with your student status. It can be the other way around so make sure you read the email carefully.
- Students/instructors must login to Connect Care using the appropriate username based on the job or role they are working that day:
 - Login to the AHS network (Windows) using your **main account** username and password.
 - When you login to Connect Care, **use the account appropriate** for your function that day. For example, if you are coming to AHS as a student that day, use the account associated with your student role (typically username.e2).
 - Both roles will appear in a dropdown when you login to your main account. Ensure you are only selecting the appropriate one for that day.
 - If you login to Connect Care using your main account (for example staff account) and select the **student role** from the dropdown menu, the audit trail associated with your charting will still be showing inappropriately. For example, if you are an HCA who is also a student nurse. When you are charting as a student nurse, you should use the student nurse role when logging in. You should login to Connect Care using your main account (staff account) and select the student nurse role when you are there as a student nurse – your charting that day will show in the background that you are an HCA.

It is **important** to use the appropriate username to comply with authentication requirements as detailed within the [AHS Clinical Documentation Process Directive](#) (Section 3).

Other Resources

- Connect Care Website: [Connect Care - Post-Secondary Institutions, Regulatory Colleges & Professional Associations Resources](#)
- Connect Care FAQ: [Connect Care for Students and Our Post-Secondary Institution \(PSI\) Partners FAQ](#)

