



UNIVERSITY OF
SOUTH FLORIDA
HEALTH SCIENCES CENTER

Public Health Practice
USF College of Public Health
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What Happens Next?

New Online Student Checklist

- Student ID Card
- Immunization Forms
- Financial Aid
- Technology Requirements
- HSC Email Account
- HIPAA Certification
- Registration
- NetID to USF Web Portal
- Textbooks

1. **USF Immunization Health History Form:** All incoming students must fill out the Mandatory USF Immunization Health History Form at <http://www.shs.usf.edu/userfiles/files/ImmHlthForm3.pdf>.

Students born before 1956 need to fill out Section B and sign. You must accept or decline the Hepatitis B and Meningitis immunizations. These immunizations are only required for students who plan to live in the dorms, but your immunization form will not be accepted if either of these check-box options are left blank or if your form is unsigned.

Health Insurance Forms for international students:

<http://www.shs.usf.edu/immunization/immunization-forms.aspx>

2. For students born after 1956, physicians must sign and use office stamp in MMR section. Rubella maybe called "German Measles" or "3 day Measles" on old shot records. An instruction sheet for the immunization form is also available online at the same website. If you still have questions, contact Student Health Services at 813-974-4056. **Fax the Immunization Form to: 813-974-5888**

Or, mail the Immunization Form to:

Student Health Services
University of South Florida
4202 East Fowler Ave., SHS100
Tampa, FL 33620-6750

3. **USF Financial Aid:** You might want apply to Free Application for Federal Student Aid (FAFSA) even if you are not planning to take out a student loans. Many scholarships require the Student (SAR) report as well. Fill out your FAFSA at <http://www.fafsa.ed.gov/>. Once you have been accepted into the program, your financial aid award package will be available on the Online Access Student Information system (OASIS) and you may accept or decline your financial aid awards. Contact

Somer Burke if you wish to apply for a traineeship grant. Also see the COPH Financial Aid website: <http://publichealth.usf.edu/financial.html>.

4. **Technology Requirements:** Please visit this website to verify that you meet the USF technology requirements, and download the required players/plugin for online courses. http://health.usf.edu/publichealth/eta/students_tech_requirements.htm
5. **USF HEALTH Email Account yourname@health.usf.edu:** All students must have an email account with USF Health IT. The college sends out important information relevant to COPH students (deadlines, scholarships, etc.) on a regular basis.

Follow these instructions and in a few days, you will have your username and password to your HUSF Health Computer Account:

- **Access the IMPRESS + NEW Account Request site located here:** https://hscf.hsc.usf.edu/support_desk/new_account/account_request_step_1.cfm
 - **Select Your Role at USF HEALTH: Student**
 - **Enter Your Date of Birth.**
 - **Enter your Student "U" number.**
 - **Enter your own password.** Strong passwords are required, this means the password must be at least seven characters in length and contain three of these four types of characters: one or more upper case characters, one or more lower case characters, one or more numbers, and/or one or more special characters (example: !, @, #, \$, %...). We recommend "pass phrases" be utilized. To do this, pick a phrase, then use the first character of each word. For example: Phrase: "My cat has nine lives and four legs" Password: "Mch9la4l"
 - **Enter two security questions that only you will know** (Elementary School and a Four Digit Pin.) Note: our help desk can not retrieve this for you, so make sure to remember this information.
 - **Create Your Account .** An Account will be created instantly. This process will no longer require an authorize signer or a USF ID Card and will speed up account creation significantly. **Note: Your mail will be enabled and accessible in two days.** If you are off-campus, your email may be accessed at <https://webmail.health.usf.edu/>
 - The HSCNet account allows you to utilize the local network at the HSC. You will have access to e-mail and calendar via MS Exchange and a personal folder for the storage.
6. **HIPAA Certification:** As soon as you have an HSC email account, we ask that you complete the online training courses covering federal privacy regulations of the Health Insurance Portability and Accountability Act (HIPAA). Since HIPAA went into effect April 14, 2003, researchers and research institutions have had to be in compliance with the HIPAA regulations that are known as the HIPAA Privacy Rule. This training will be beneficial even if you have done other HIPAA training.

The HSC Official USF site for HIPAA training can be accessed at <http://www.hsc.usf.edu/hipaa/education+and+training.html>.

Although you will not be using any patient data during the first part of your program, this training is a requirement for all College of Public Health students at the start of their first semester. The three self-study courses offered by USF will provide the basic training required by USF to comply with HIPAA regulations. You may download and review the material within each course before taking the associated exam. When the test pull-down box asks for your college, Department, or Unit, select *College of Public Health*.

- **Part 1.** Privacy Overview - This course provides an overview of HIPAA and the privacy regulations. Everyone within the USF Covered Component should complete this course (29 slides and 6 test questions).
- **Part 2.** Privacy in Research - This course provides information that USF Researchers need to have to work with Protected Health Information. Everyone that directly or indirectly works with Research using PHI is required to complete this course (33 slides & 6 test questions).

- **Part 3.** Privacy in Patient Care - This course provides information that is needed when working with patients or patient information. Everyone that directly or indirectly works with patients or patient information is required to complete this course (51 slides and 6 test questions).

7. **Student ID Card:** Fill out the online ID card application https://diablo.forest.usf.edu/ustores/web/store_cat.jsp?STOREID=26&CATID=495. Before the ID Card center can process your application, you will need to mail or email the following items to the ID card office:

- Copy (or digital picture) of valid driver's license AND
- A 2x2 photo with a white background in .jpg format.

Mail to: USF ID Card,
4202 E. Fowler Ave. AXA 0094
Tampa FL 33620

Email digital photos to usfcard@admin.usf.edu

8. **Registration:** The Distance Learning website has a *Course at a Glance* site, which offers general information about the structure of the course, assignments, and course materials. <http://publichealth.usf.edu/eta/courses.htm>.

We have four categories of students in the PHP Program, However, you will also see a section for students enrolled only in a graduate certificate program. Students enrolled in online graduate certificate programs are not admitted into a degree program, and they are not Public Health Practice. If you are not sure how to register, please request an instruction guide.

- Traditional Online MPH Students
- Executive MPH Program Students
- State Employees Using a Tuition Waiver
- Employees of Sponsored Institutes (SI)

Non-degree seeking students may be classified in any one of the four categories. Be sure that you use the CRN (or Ref #) number for the correct section. Most online courses will have five sections. If you register in the wrong section, you may be assessed at an incorrect tuition rate.

All of the student categories have a different tuition & fee and some of them have different registration procedures. Most students will complete a registration worksheet and register online through OASIS, the USF Online Access Student Information System <https://usfonline.admin.usf.edu/>. Sponsored Institute and Executive Program students have different procedures.

9. **Textbooks:**

- For information about textbooks or supplemental readings for a particular course: go to the Current Semester Web Course Schedule: <http://publichealth.usf.edu/eta/courses.htm>.
- If you click on a course name, you will go to the Course-at-a-Glance page with additional information on textbooks and supplemental readings. To order textbooks and/or readings. Follow the links to order forms for Barnes and Noble or our in-house copy center.

10. **NetID and Email Account** yourname@mail.usf.edu : This account provides access to a collection services provided by USF Academic Computing office through the sign-on portal at <https://my.usf.edu>. The myUSF portal is a consolidation of online services to be provided via the web for USF faculty, staff and students. One of these services includes Blackboard, where you will find your courses (syllabus, assignments, a drop box to submit papers, and through which you will be able to communicate with the instructor and students in each of your classes

Complete your NetID registration online at <https://una.acomp.usf.edu>. Once you finish the registration process, you may begin using your NetID immediately.