Template Language to send to

students

Dear ,

I am excited to invite you to use HealthPartners new online platform for matching student rotations, SharedSpace4Learning (SS4L). It was created by HealthPartners Office of Health Professional Education (OHPE).

# SS4L is a web-based application that simplifies how users create, track and evaluate their learning experiences:

* learners can explore and request learning opportunities – and your rotations at HealthPartners will be mediated through SS4L from now on
* preceptors can express interest and availability to train and evaluate them
* HP training site administrators can capture and coordinate training at their sites
* partner schools/programs can request, track, and inventory their students’ learning experiences
* HP administrators system-wide can track distribution and completion of required on-boarding documents

# Your get-started steps take just a few minutes:

1. Go to sharedspace4learning.com in Google Chrome. Click “Signup”, click the Learner icon, click Create account, Create an Account (it will have you verify your email and then log in)- Log in using your school email
2. Click button on front page to complete your profile
3. Make sure that all the information in top section of your profile is correct then under “Role Information” select that you are a Learner- click Save & Continue
4. Enter your address, DOB, last 4 of SSN, Emergency Contact, and then enter your enrollment information (institution, program, and school program start & end dates)
5. Click Save & Continue

# The follow-up:

1. I will approve your role as a student and then we can search/apply for rotations
2. If you have questions, email [sharedspace4learning@healthpartners.com](mailto:sharedspace4learning@healthpartners.com)

Thank you.