

As a student enrolled in any clinically-defined course (i.e. including practicum, residency, or research), Illinois State University requires all students to sign an Acknowledgement of Risk Statement. The directions on how to access this statement are listed below.

Please read the statement, electronically sign it, and submit it. Upon completion of your form submission, you will have fulfilled the requirement.

This is required of every student in the college upon entry and will only need to be completed once. Failure to complete the form will result in a registration block. If you have any questions or concerns, please contact the Office of Student Services.

Instructions

1. Go to <http://careercenter.illinoisstate.edu> and click on [Hire-A-Redbird](#) tab on the upper left hand corner of the screen.
2. Click on Student login.
3. Access your account through ISU's Central login.
4. Agree to all the terms and conditions and click "Submit."
5. For first –time users, you will be automatically directed to complete your Account:
 - a. Enter your expected graduation date.
 - b. Click "Save".
6. To access the Acknowledgement of Risk form from your Homepage, click on Experiential Learning tab on the left-hand side bar
7. Click on "Add New Experience".
8. On the internship Information form:
 - a. Type in "Mennonite" on the Employer field. Click on "Illinois State University – Mennonite College of Nursing" when it pops up on the list.
 - b. Select IL for Internship State.
 - c. Type in Normal for Internship Site City.
 - d. For Experiential Learning Type, choose "Risk Acknowledgment Form."
 - e. Read Acknowledgement of Risk Statement.
 - f. Acknowledge that you have read the statement by checking the box.
 - g. Choose "Nursing Clinical – Ongoing" for the Work Term.
9. Type in your name. This is your digital signature.
10. Click on "SUBMIT."

Once we have seen that this has been completed and provided all of your other health requirements are submitted and up to date, you will be given permission to register for your clinically-defined courses. If you have any questions, please contact the Office of Student Services at 309-438-7400