

# ONBOARDING: Part Time-Faculty Member

It is best to copy the link and paste it into Chrome or Firefox for all hyperlinks. Please do not use Explorer.

The following requirements will need to be completed before your clinical rotation; one of our credentialing specialists will reach out to you with details about getting started with this process:

## Background Check and Drug Screen

You must purchase a faculty background check and drug screen through [Advantage Students](#). Please be advised that your contract will be invalid without a background check and drug screen. Contact Becky Okay, [rokay@kennesaw.edu](mailto:rokay@kennesaw.edu) to be reimbursed.

The university will also require you do a separate background check; these are two different processes. KSU utilizes the Equifax online system for new hires to complete their required new hire paperwork. You will receive two emails from [donotreply@equifax.com](mailto:donotreply@equifax.com). One will contain your login ID and instructions for accessing the new hire portal. The second email will contain your password. Use the login ID and password provided to access the portal to complete the form. Please use your Georgia address when completing your new hire paperwork.

You cannot start your assignment until this process is approved and completed.

## Annual and Agency credentialing

All faculty are required to have an ACEMAPP account. You must complete those requirements before starting a clinical rotation with our students. Faculty taking our students to clinical rotations must complete all the requirements. You will be sent an invitation to join ACEMAPP soon after you are hired and must be compliant at least two weeks before starting your rotation.

If you already have an ACEMAPP account, you will be asked to affiliate with Kennesaw State Nursing. Many of our clinical agencies use ACEMAPP, further clinical requirements and instructions can be found there once you are placed in your rotation. For agency paperwork requirements that do not use ACEMAPP please click on the hyperlink "[Faculty Clinical Agency Info](#)" for a list of our agencies and their requirements.

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