

We are pleased to announce that Parker Jewish Institute has launched a new website for the management of students and volunteers called Galaxy Digital <https://parkerinstitute.galaxydigital.com>. The website will allow for the convenient submission of qualifications, the tracking of student hours, and communication via both e-mail and text messaging blasts.**

You will need to create an account at Galaxy Digital no later than 3 weeks prior to your rotation start date, as all requirements must be submitted and approved no later than 2 weeks prior to your rotation start date. The process is straightforward but requires a few different steps. Once you access the site, click on the “Sign Up” option, and follow the prompts to create an account. **Please upload a profile picture suitable for use as an ID badge when you create your account. Please use your school e-mail address as you will then automatically populate into a user group created for your specific program.** You will be required to submit some initial qualifications through the site and will receive confirmation e-mails when they are submitted and again when they are approved.

After approval of initial qualifications you will need to submit any remaining qualifications, including medical forms. These can be accessed via the “qualifications” link in the dropdown menu next to your initials on the top of the site page. You will see three “upload file” links where you will upload your relevant medical information. Please note that you will not be downloading the Parker medical forms you will see available. You will simply use all three links to upload your completed school physical exam, titers, flu vaccination, and PPD testing. Skip over the “For administrative use” only fields and continue signing and submitting any remaining open qualifications. After review of your documents you will be approved to use the site, and may then respond to the “opportunity” titled for your specific program. Your primary use of the site from that time forward will be to log your clinical hours while at Parker, as well as read and respond to any text or e-mail notifications.

There are two options to log your hours:

1. Sign in through a browser, access the “track hours” link in the dropdown menu next to your initials on the top of the site page, and follow the prompts to add the current day’s hours.
2. Download the Galaxy Digital app for either iOS or android phones. Search for “Galaxy Digital” in your app store and select the app that says “Volunteer Get Connected”. Sign in, access the “Add hours” tab from the menu bar at the top left of the screen, and follow the prompts.

****It is imperative that every student understands that they must pay attention to and comply with all e-mails and text messages received from Parker Jewish or Galaxy Digital, in particular as they relate to the necessity for swabbing for Covid-19.**