Badges, Parking and Unit Arrival

Badge printing and pickup

Student/Clinical Faculty Badging Process

Badge requests are submitted to the Badging Office for printing once all students/Clinical Faculty associated with the same Cohort rotation are fully compliant. For Precepted rotations, the student must also be fully compliant. Badge requests are submitted for printing one to two weeks prior to an approved rotation's start date. **Once badges are printed, Nursing Education sends an email notification to those respective students/Clinical Faculty, with direction of where/how to locate their badges. Clinical Faculty are required to pick up their cohorts' badges.** Students / Clinical Faculty should not visit the Badging Office to request a badge, unless specified by Nursing Education.

NOTE: Upload a clear, full headshot photo to your ACEMAPP profile before badges are printed, because a missing or inappropriate photo may delay the approval of your rotation. If an appropriate photo is not available at the time of printing, the Badging Office will notify Nursing Education, who will send the student/school a notification in ACEMAPP. See the photo requirements below.

Photo Submission Requirements: • Your full face must be clearly visible and unobstructed. • No hand gestures (such as peace signs) or exaggerated facial expressions (such as duck lips). • No bonnets, hats, sunglasses, AirPods/earbuds, or other accessories that cover or distract from the face, unless worn for approved religious or medical purposes. • Facial hair should be neat, clean, and well-groomed. • Clothing should be professional, neat, clean, and appropriate for a workplace environment. • Clothing must not display profanity, offensive language, alcohol-related content, tobacco or smoking products, or other inappropriate imagery. • Photos must be recent, clear, well-lit, and of good quality. • Do not submit photos of identification cards, driver's licenses, passports, or other documents. • Photos taken inside a vehicle will not be accepted. • Selfies are acceptable if they meet all the above requirements and are taken against a clean, neutral background.

Thank you for your cooperation in helping us maintain professional badge photo standards.

Do not visit the Badging Office to request a badge unless Nursing Education directs you to do so. Students must have their badges before starting and wear them during clinical rotations.

Security access badges are not requested for students. Graduate students in Precepted rotations must work in tandem with their preceptor and follow licensure and policy requirements.

Lost, missing or stolen badges

$5 replacement fee (effective February 10, 2025): Pay at the Business Office on the main hospital's 1st floor, then take the receipt to the Badging Office. The Badging Office will verify your name on Nursing Education's Badge Request Form before replacement.

Parking

Grady Staff Parking at the **Summerhill Blue Lot** is across from Georgia State University Convocation Center. The lot is closed on holidays listed in the schedule below. You are permitted to use alternative parking for those specific days only.

- Parking Contract

- Nurse Credentialling Parking FINAL
- Holiday Schedule 2026 FINAL

Unit orientation and navigation

Grady does not currently provide formal orientation for clinical faculty hosting a cohort. At the start date, contact the **Unit Director or Unit Educator** on the unit with questions. The **Grady Go** app may help with hospital navigation.