

# STUDENT GUIDE TO: Accessing Learn for Epic Training

#### NEW USER

### FIRST TIME LOG ON instructions for activating username:

1. Student/Instructor must call the IT Customer Service Center for first time logon. The phone number is - Colorado Springs (719)776-4200, Denver (303)-643-4200, outside of CO (855)321-4200.

2. Student/Instructor will need to give their name and PIN (which is the last 4 of the SSN). IT should at this time assist in setting up **Duo Mobile** if they don't mention it – PLEASE ASK FOR ASSISTANCE IN SETTING UP DUO MOBILE!

### Once IT has activated your username, and given you a password:

Open Google Chrome and log into <u>centura.workspaceoneaccess.com</u> or <u>https://centura.workspaceoneaccess.com/catalog-portal/ui#/apps</u>

- a. Sign in with your Centura user ID (example: bfife2@centura.org) and password
- b. DUO authentication is required
- 2. Select Apps in the toolbar and search for LEARN
- 3. Click the star to favorite

CommonSpirit	Favorites	Apps	Support	Q learn 2 ×		
				88 Apps 🕲 People		
			All Apps Categories	1 Total Results		
				1 Results in App Name and Description		
All Apps				LEARN/ACADEMY		

- 4. Select Favorites from the tool bar
- 5. To access LEARN and Epic training, click the LEARN icon





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Apps				
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um Website				

- 6. The Microsoft sign in window will display
  - a. Enter your <userid>@centura.org i.e. bfife2@centura.org

Sign in to continue to Outlook Email, phone, or Skype bfife2@centura.	Microsoft	
Email, phone, or Skype bfife2@centura.	Sign in to continue to Outlook	
No account? Create one!	Email, phone, or Skyp	bfife2@centura.c
	No account? Create one!	
Can't access your account?	Can't access your accou	nt?





## Finding Epic Training in LEARN

- 1. When LEARN opens, click **Continue** on the bottom of the home page
- 2. To see assigned learning, select the **To Do** tab.(IF YOU DON'T SEE IT AT THE TOP, SCROLL DOWN TO BOTTOM OF PAGE AND LOOK UNDER "SITE MAP" LIST.

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My Connections					
What's New	rd Lean	ning Links	1	Resources	

- Identify Epic assignments by looking for "<u>CEN Epic</u>" and role in the name. Click either the blue name or the Start button
- 4. There will be multiple lessons within your training. Select start on the first lesson

CEN Epic ClinDoc Nurse	
CURRICULUM DUE: Sep 30, 2022	
Courses Overview	
Courses in this curriculum	
CEN Epic GEN 100 Introduction To Epic	Start
Show additional information +	
CEN Epic ClinDoc 217 Starting Your Shift	Preview Course
COURSE STATUS: Not Yet Started Show additional information -	

- 5. The lessons are interactive, and each lesson must be completed prior to moving to the next. Note: *If you attempt to advance through the lesson too quickly, the system freezes and does not let you proceed forward.* Try watching again, and/or log out and back in
- 6. The last lesson is the EUPA (Exam). You will have three attempts to successfully pass the exam with at least 85%.
- 7. Log out of the LEARN ACADEMY USING THE "LOGOUT" BUTTON IN TOP RIGHT HAND CORNER.





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My Connections		
What's New 🛃 Lear	ning Links 🎓 Resources	

8. You will be redirected back to the workspaceone page. Logout from workspaceone by clicking on the icon with your initials and click on the Sign out

CommonSpirit	Favorites	Apps	People	For You 1	Q Search A	pps or Peop	ble	SR
			New Apps	All Apps	Categories	SR	Sylvia Robertson ENTERPRISE CLINICAL PLACEMENT COORDINATOR	
New Apps						Account		
						Sign out		$\rightarrow$

