How to Register for Course or Curriculum in HealthStream

Use the table below to learn how to register for EpiCare course or curriculum in HealthStream for those who are going to be self-enrolling in EpiCare training.

Note: These instructions assume you have access to the Catalog tab as a student. If you do not, direct all Epic training registration requests to epictraining@stfranciscare.org.

A course in HealthStream consists of one or more learning activities. For example, a course may consist of pre-requisite eLearning courses, a live classroom session, a test, and an evaluation.

A curriculum is a group of two or more courses that must be completed as a unit.

We build both courses and curriculums in HealthStream for Epic training - different needs are met through courses and curriculums for each Epic application and we work with Epic Instructional Designers to determine that need.
### Directions

<table>
<thead>
<tr>
<th>Step 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the hyperlink below to access the Epic Training Website.</td>
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<tr>
<td><a href="#">SFH EpiCare Training Website</a></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Step 2</th>
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<tbody>
<tr>
<td>To determine classes available for registration, access a course catalog. Click the green button <strong>Step 2: Access a Course Catalog</strong>.</td>
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<tr>
<td><img src="#" alt="Step 2: Access a Course Catalog" /></td>
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<tr>
<td>Click the yellow <strong>Course Catalog</strong> button.</td>
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</tbody>
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<table>
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<tr>
<th>Step 3</th>
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<tbody>
<tr>
<td>To access HealthStream, click the <strong>HealthStream</strong> Login Button. Can't use the Login button? Use this link: <strong>HealthStream Login</strong></td>
</tr>
<tr>
<td><img src="#" alt="Step 3: Register for Training" /></td>
</tr>
</tbody>
</table>

**HealthStream Registration:**

**HealthStream Login**
### Step 4
Enter your **User ID** and **Password**.

**Note:** If you are not a hospital employee, email [epictraining@stfranciscare.org](mailto:epictraining@stfranciscare.org) to request your User ID.

Click **Login**.

### Step 5
Click **Catalog**.

**Note:** If you are presented with this screen, you have dual roles in HealthStream. Choose the radial button next to **Student/Manager**.

Click **Proceed with Login**.
Step 6
Access the course catalog.

Copy and paste (Ctrl + C and Ctrl + V) or type the Curriculum Name from the Course Catalog into the Search field in HealthStream.

If you prefer, you can type the name in the Search field.

Click Search.

Step 7
Click the blue hyperlink for the curriculum you wish to enroll.

Note: Choose the correct one! Notice this screenshot lists both a curriculum and a course.
Step 8
Click Enroll.

Note: You will get a confirmation of your enrollment into the curriculum in a pop up message in the upper left hand corner. To delete this, click the X.

Step 9
The curriculum is now in the To Do tab. Click the green Start button.

Step 10
HealthStream will prompt you to start the first learning activity. Click Start next to the first learning activity and keep going until you get to the Class learning activity.

Note: If your manager or Epic training has already registered you
for the **class** that is part of the **curriculum**, HealthStream recognizes that registration.

Click **View Class**.

If you have not been registered for a class yet, click **Choose Class**.

**Step 11**

Do you want to view class information and location? If you would like to add the class to your email calendar, you need to have a valid email address on-file. To check this, scroll down to the bottom of the page and click **Account Settings** under Sitemap.

Enter a valid email address.
Click **Save Account Settings**.

### Step 13

Back on the **To Do Tab** continue to view the next component to the curriculum.

Click **Start**.

Continue to repeat Step 12 until the entire curriculum is complete.

If you need to step away/log off and come back to the curriculum at a later date, use the **Quick Start** button under the **To Do** tab. It’s a built-in HealthStream helper to guide you.

### Step 14

To Un-Enroll from a curriculum, click **Un-Enroll** under **Options** on the right hand side.

Need Help?
epictraining@stfranciscare.org