# How to Register for Class in HealthStream

Use the table below to learn how to register for EpiCare classes in HealthStream for administrators who are enrolling staff in classroom training sessions.

Email [epictraining@stfranciscare.org](mailto:epictraining@stfranciscare.org) with any questions regarding this process.

<table>
<thead>
<tr>
<th>Directions</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td><img src="image" alt="EpiCare Training" /></td>
</tr>
<tr>
<td>Click the hyperlink below to access the Epic Training Website.</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.sfhc.org">SFH EpiCare Training Website</a></td>
<td></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td><img src="image" alt="Step 2: Access a Course Catalog" /></td>
</tr>
<tr>
<td>To determine classes available for registration, access a course catalog.</td>
<td></td>
</tr>
<tr>
<td>Click the green button <strong>Step 2: Access a Course Catalog.</strong></td>
<td></td>
</tr>
<tr>
<td>Click the yellow <strong>Course Catalog</strong> button.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td><img src="image" alt="Step 3: Register for Training" /></td>
</tr>
<tr>
<td>Click the green button <strong>Step 3: Register for Training.</strong></td>
<td></td>
</tr>
<tr>
<td>To access HealthStream, click the <strong>HealthStream</strong> Login Button.</td>
<td></td>
</tr>
<tr>
<td>Can’t use the Login button? Use this link: <a href="http://www.sfhc.org">HealthStream Login</a></td>
<td></td>
</tr>
</tbody>
</table>
Step 4
Enter your **User ID** and **Password**.

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

Click **Login**.

Step 5
Office managers will register staff for training.

**Note:** Employees of Saint Francis Hospital/Mount Sinai or its affiliates can self-enroll. Follow the self-enroll instructions.

Click the radial button next to **Administrator**.

Click **Proceed with Login**.

Step 6
Click the **Education** tab.
### Step 7
Under Classroom Management, click *Manage Classes*.

### Step 8
Access the Course Catalog.
Copy and paste (Ctrl + C and Ctrl + V) or type the *COURSE NAME* from the Course Catalog into the *Class Name* field in HealthStream.
If you prefer, you can type the name in the Search field.

### Step 8
All courses and classes for EpiCare training have been built at the New England Region (NER) level. Leave the *New England Region* checkbox checked.

### Step 9
Click *Search*.

### Step 10
Next to the Class Name, click *Register*.  

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<table>
<thead>
<tr>
<th><strong>Step 11</strong></th>
<th>Type the staff member’s first and last name.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Register Students" /></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 12</strong></th>
<th>Click <strong>Search</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Search" /></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 13</strong></th>
<th>Place a checkmark next to the staff name you wish to register for class. Click <strong>Continue</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3.png" alt="Continue" /></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Step 14</strong></th>
<th>Click <strong>Register</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image4.png" alt="Register" /></td>
<td></td>
</tr>
</tbody>
</table>

If the registration was successful, you will receive a confirmation.

Need Help? epictraining@stfranciscare.org