**How to Self-Enroll and View E-Learning Courses in HealthStream**

Use the table below to self-enroll and view E-Learning courses using HealthStream for EpiCare training.

**Note:** Some eLearning modules are considered pre-requisites to EpiCare classroom training and need to be completed before attending classroom training sessions.

**Note:** You may already be enrolled in required Epic eLearning courses as part of your overall Epic training track/plan. Use these instructions only to enroll in individual eLearnings as needed for extra support or training.

Email epictraining@stfranciscare.org with any questions regarding this process.

<table>
<thead>
<tr>
<th>Directions</th>
<th>Picture</th>
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<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>![SFH EpiCare Training Website](EpiCare Training)</td>
</tr>
<tr>
<td>Click the hyperlink below to access the Epic Training Website.</td>
<td></td>
</tr>
<tr>
<td>[SFH EpiCare Training Website](EpiCare Training)</td>
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</tr>
</tbody>
</table>

| **Step 2** | ![Step 2: Access a Course Catalog](Step 2: Access a Course Catalog) |
| To determine E-Learning courses available for registration, access a course catalog. |  |
| Click the green button **Step 2: Access a Course Catalog.** |  |
| Click the yellow **Course Catalog** button. |  |

| **Step 3** | ![Course Catalog](Course Catalog) |
|  |  |
| [If you don't see an offering or have questions regarding the Course Catalog, please email epictraining@stfranciscare.org or call 866-714-7000.](Course Catalog) |  |

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To access HealthStream, click the HealthStream Login Button.

Can’t use the Login button? Use this link: HealthStream Login

**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**.

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

Click **Proceed with Login**.

**Step 5**

Click the **Catalog** tab.

**Step 6**

Copy (Ctrl + C) the eLearning course number from the Course Catalog.
Step 7:

Paste (Ctrl + V) the E-Learning course number in the HealthStream Search field.

Click Search or press Enter.

Note: As an alternative, you can type the name of the eLearning course into the search field in HealthStream.

Step 8

Click the course blue hyperlink in HealthStream.

Step 9

Click Enroll In This Course.
**Step 10**

You are now enrolled in the eLearning and can view the course.

Click **Start** to view the course.

Once enrolled in all eLearning courses, they will all display under the HealthStream **To Do** tab.

To access an eLearning course at any time, click **Start**.

**Note:** You can also Un-enroll from this page. To do this, click the course **blue hyperlink** under dropdown next to Start and choose **Un-Enroll**.

Need Help?
epictraining@stfranciscare.org