



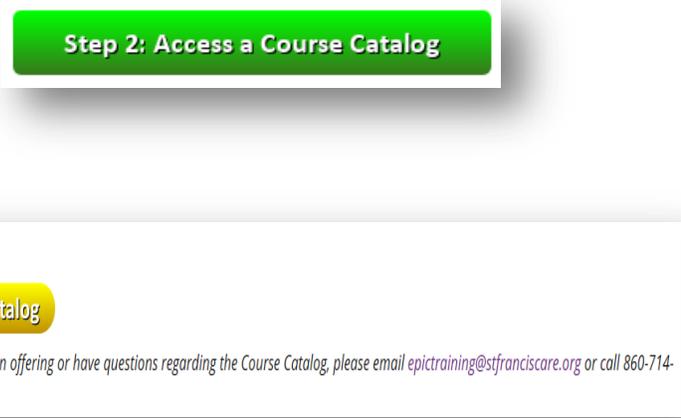
How to Self-Enroll and View E-Learning Courses in HealthStream

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.

Directions	Picture
<p>Step 1</p> <p>Click the hyperlink below to access the Epic Training Website.</p> <p>SFH EpiCare Training Website</p>	
<p>Step 2</p> <p>To determine E-Learning courses available for registration, access a course catalog.</p> <p>Click the green button Step 2: Access a Course Catalog.</p> <p>Click the yellow Course Catalog button.</p>	
<p>Step 3</p>	

To access HealthStream, click the **HealthStream** Login Button.

Can't use the Login button?
Use this link: [HealthStream Login](#)

Step 3: Register for Training

HealthStream Registration:

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**.

The image shows a 'Sign In' form with two input fields: 'User ID' and 'Password'. Below the fields is a green 'Login' button with a red border.

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**.

The image shows the 'Select Affiliation' screen for Saint Francis Care. It lists two roles: 'Administrator' and 'Student/Manager', both with radio buttons. The 'Student/Manager' role is selected. Below the roles is a checkbox for 'Make this my default selection on this computer' and a 'Proceed with Login' button. Red boxes highlight the 'Student/Manager' role and the 'Proceed with Login' button.

Step 5

Click the **Catalog** tab.

The image shows a navigation bar with tabs: 'To Do', 'Completed', 'Profile', 'Catalog', and 'Help'. The 'Catalog' tab is highlighted with a red box. To the right is a 'Take a Tour' button. Below the navigation bar is a blue banner that says 'My To-Do List'.

Step 6

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

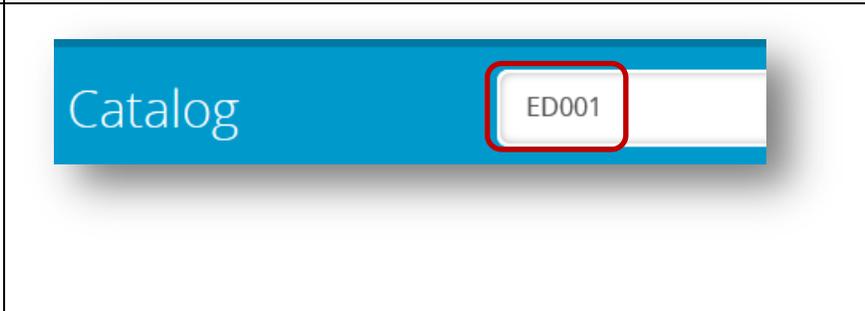
Course	Description	Objectives
ASAP ED Provider 100	This course is for ED Provide who will be working in Epic during the patient care process.	In this course, you will learn how to use the different pieces of functionality in Epic, including: Navigating ASAP, Signing In and Getting up to Speed; Preparing for a Patient Exam; Documenting a Patient Exam; Documenting Procedures; Caring for Less Complex Patients; Assignment to Admission; Using Smart Tools.
E-Learnings	<p>ED001 Overview of Hyperspace for ASAP Users – 10 minutes)</p> <p>ED016 (Documenting a Patient Exam – 10 minutes)</p> <p>ED006 (Patient Tracking – 10 minutes)</p> <p>ED014 (Placing Orders from an Order Set – 5 minutes)</p> <p>ED153 (Preparing For a Patient Exam – ED Physician Demonstration – 5 minutes)</p>	

Step 7:

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

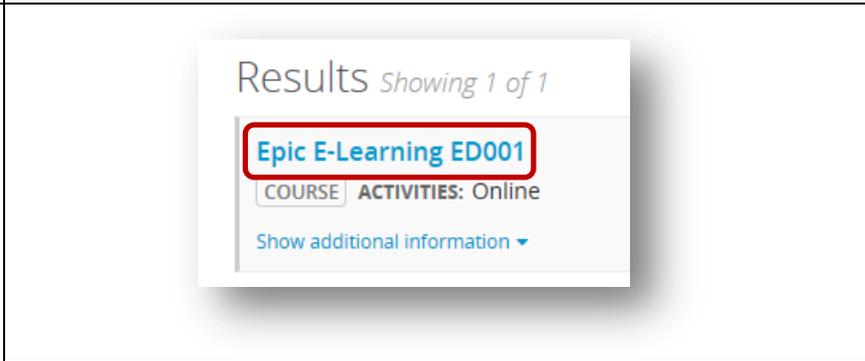
Click **Search** or press **Enter**.

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

