Epic Go-Live Training Portal
General User Guide

Epic Training: Before you get started

The majority of learners have already had their Epic training assigned to them by someone else. Please double check that you were properly assigned the correct learning such as (see definitions in glossary below):

- Curriculum
  - Session
 - Online classes such as: pre-requisite eLearnings

To verify you've been assigned the correct learning please refer to the Epic Training Course Catalog.

Glossary of terms

Learning Center term	Epic Go-live Training term	Definition	Icon
Program	Curriculum	Learning objects (anything that is consumed by a learner) grouped together or in a sequence, for example an online class, sessions, etc.	
Course	Event	Subject/topics, for example, "Epic for Dialysis Nurse"	
Class	Session	A date and time that an event is given. This may be a WebEx or instructor-led session. **Note the difference is the red box within the calendar – this indicates a specific date and time. Within your transcript you should be able to "view training details"	
Web-Based Training (WBT)	Online Class	Typically, an interactive e-learning.	
Assessment	Test or EUPA (End User Proficiency Assessment)	Assessment after taking an online class or session.	

Log in

1. There are three ways to access Epic Go-Live Training:

    a) **Direct link**: Go to https://seattlechildrens.csod.com/

    b) **CHILD**: Click the **Epic Go-Live Training** icon from the CHILD homepage

    Epic Go-Live Training
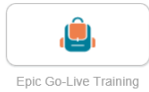
    c) **Okta**: Click the **Epic Go-Live Training** icon from the Okta homepage

2. Enter your credentials when redirected to Seattle Children's Okta Single Sign-On (SSO) page

Note: You do not need to be on the network to access the portal, but you will need to sign on via Okta SSO. If you have difficulty logging in, contact the IT service desk (206) 987-1111.
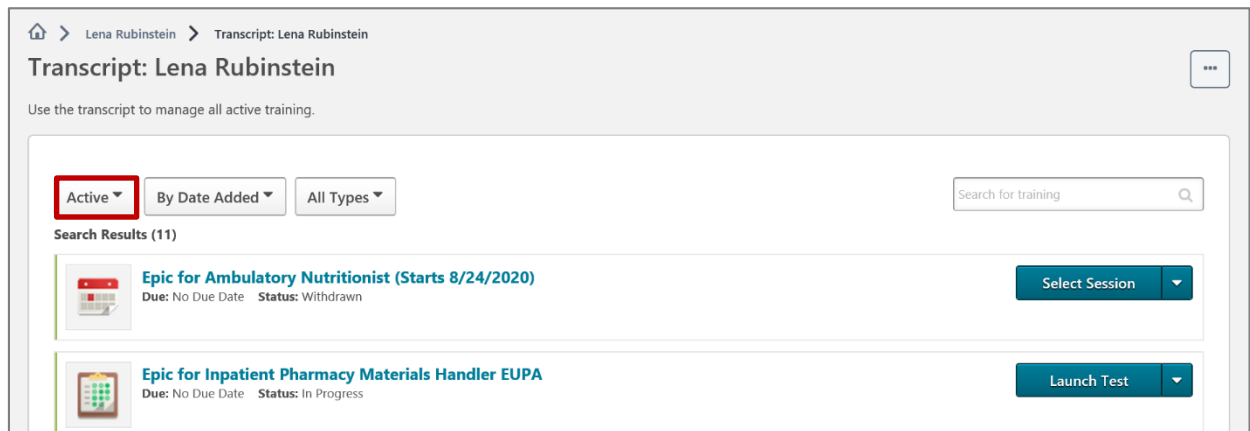
Access your transcript

1. On your Home Page, Click **Your Transcript** that shows present and future learning.

Recent Transcript

Your Transcript	Type	Due Date	Status	Action
RPT005 Run and Manage Reports	Online Class	None	Registered	Launch
GEN006 Overview of Hyperspace for Revenue and Access Products	Online Class	None	Registered	Launch

2. Transcript defaults to **Active** view, which includes Curriculum, Sessions (Classes) you're registered for, Online classes (Web-based trainings), and any open tests.

    a. **Active** = Learning to complete.

    b. **Completed** = Completed Learning

    c. **Archived** = Learning that was withdrawn but never completed. Learning appears in this section through a manual process. It does not "automatically" appear here.

    d. Use drop down menu to select the view you want. (Below shows the "active" status).

Understanding your transcript

1. From within your transcript, select open "**Open Curriculum**":

   a. Note: sometimes you will see sessions outside of the curriculum on your transcript. These are not complete so you should always check your curriculum to see all the sessions you are signed up for.

2. Curriculum consists of many learning objects. A few examples are:

   a. Prerequisite eLearning courses

   b. Live WebEx training (session): this is the time you are to attend this training, just as if you were in a regular instructor-led class.

   c. Post-class assessment (EUPA): You must complete the Live WebEx training before completing the assessment.

0%

CURRICULUM PROGRESS

Epic STS for Interventional Radiology Provider

✓ PREREQUISITE ELEARNING COURSES (RECOMMENDED)

✓ PRE-CLASS SELF ASSESSMENT (OPTIONAL)

○ LIVE WEBEX TRAINING (REQUIRED)

○ POST-CLASS ASSESSMENT: EUPA FOR EPIC STS FOR INTERVENTIONAL RADIOLOGY PROVIDER (REQUIRED)

✓ PERSONALIZE EPIC PRIOR TO GO-LIVE (OPTIONAL)

🏠 › Epic STS for Interventional Radiology Provider

Epic STS for Interventional Radiology Provider

Options ▾

Epic EHR role-based Required Training

| 100% | **Prerequisite eLearning Courses (Recommended)** ⓘ
 Completed: 0   Min Required: 0   Total Items: 12 | View Details |

| 100% | **Pre-Class Self Assessment (Optional)**
 Completed: 0   Min Required: 0   Total Items: 1 | View Details |

| 0% | **Live Webex Training (Required)**
 Completed: 0   Min Required: 1   Total Items: 1 | View Details |

| 0% | **Post-Class Assessment: EUPA for Epic STS for Interventional Radiology Provider (Required)**
 Completed: 0   Min Required: 1   Total Items: 1 | View Details |

| 100% | **Personalize Epic Prior to Go-Live (Optional)**
 Completed: 0   Min Required: 0   Total Items: 1 | View Details |

8/10/20

Access pre-class learning

1. From within your transcript, go to the curriculum you want to take the pre-class training for, select open "Open Curriculum":

   Open Curriculum ▾

2. There are two types of pre-learning that may need to be completed:

   a. pre-requisites

   b. pre-class self-assessments (providers only)

3. If there are pre-class learnings for that curriculum, it will default to opening the section: **Prerequisite eLearning Courses (Recommended).** If not, click this section on the left side.
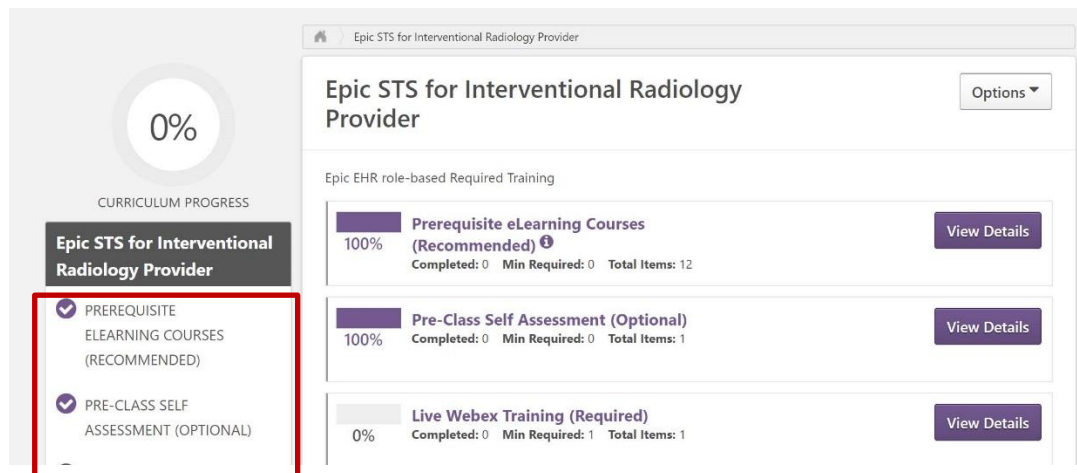
4. It will be displayed as **Online Content** and will be represented with a [laptop icon] laptop icon.

5. **Note:** You may need to select **Activate** and then **Launch.**

Access post-class tasks

Once curriculum is complete;

- You can now view Curriculum Certificate with the "View Certificate" button.
- Complete the evaluation. Please do this as it provides invaluable feedback.

View your ☰ schedule

1. Click the menu icon in the top-right of the screen.
2. Click the **Learning** drop-down and select **Events Calendar**.

3. The calendar defaults to **Month** view and shows **All Events**.

4. Click **Day**, **Week**, or **Agenda** for alternate views, or select **My Events** to see your activities.

Note: In **All Events** view, you can filter by Title, SessionID, Location, Session Contact, or Session Instructor. In **My Events** view, you can filter by your class enrollment status (Pending, Approved, Waitlisted, etc.).

Register for learning

For Epic training, your manager, supervisor or other staff should sign you up for your training. Please work with them. If that's not the case, read on.
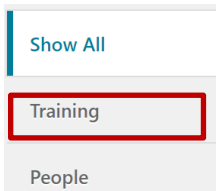
Note: For Epic Training you must be enrolled first in a curriculum.

1. Search for the training curriculum or class session. You can use partial phrase:

   `Q Epic                          ≡`

   a. **Epic**: Select the curriculum first

2. On the left-hand side, filter by **Training** and *type* of learning. NOTE: Curriculum icon is: 📚

 | Show All |
   |----------|
   | Training |
   | People |

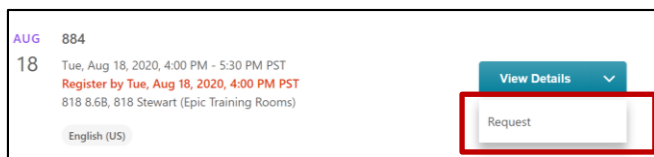3. Select the type of learning event (see glossary above).

   a. **Epic**: Select the curriculum first

4. Curriculum and Sessions:

   a. From the search results, select the title.

   b. Select **Open Curriculum**. You will be registered for the curriculum. You still have to select the in-person session dates/times.

   c. See screen shot below. Focus on the left-hand menu which shows you all of the learning objects in this curriculum.

   d. Select the section (s) for **LIVE WEB-EX TRAINING**. You will select the session dates/times.
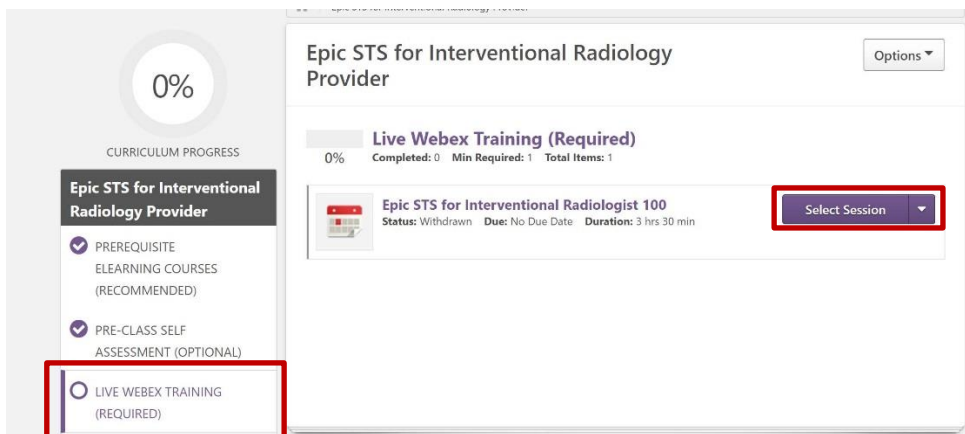
e. **Select Session** to pick your dates/times. Select the drop down and **Request**:
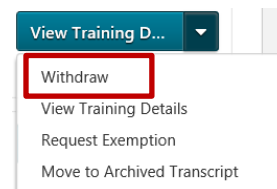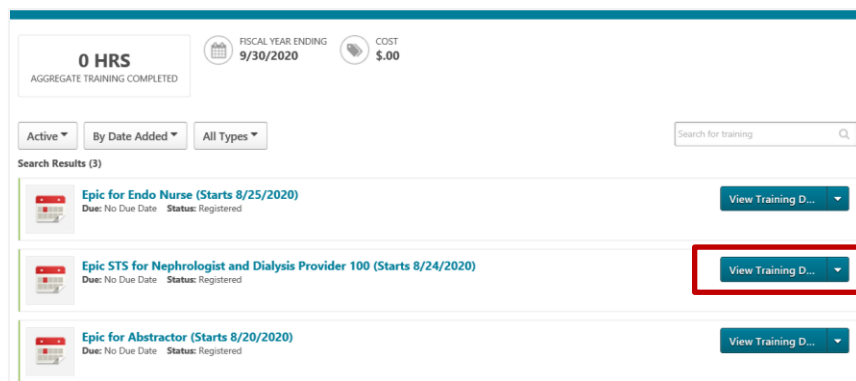

f. Do this for each LIVE WEB-EX TRAINING event.

5. SESSION:
   a. Make sure you an assigned date/time for every live web-ex training session in every curriculum you've been assigned.

6. Go back to your transcript and validate you are signed up for the curriculum and all sessions (days and times).

Withdraw from a Session

1. Go to your **Transcript**.

2. Open the curriculum.

3. Select the session you want to withdraw from and click the down arrow next to View Training Details and select **Withdraw**.

4. A new screen will open, where you will need to select your reason for withdrawal and enter any additional comments. These will be viewable by the system administrator.

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: Epic STS for Nephrologist and Dialysis Provider 100

Date / Time: (1) 8/24/2020 8:00 AM - 8/24/2020 12:30 PM

Location: SPLC A2115 > Sand Point Learning Center (58th NE & Sand Point Way)

SESSION WITHDRAWAL OPTIONS

Found More Appropriate Training

Comments

Submit   Cancel

5. Click **Submit**.

6. The session will now show as **Withdrawn** on your transcript.

Epic STS for Nephrologist and Dialysis Provider 100 (Starts 8/24/2020)
Due: No Due Date   **Status:** Withdrawn

Select Session ▼

7. If you don't want to see it on your transcript anymore, you may archive it, by selecting the same drop down arrow on the right. Select **Move to Archive Transcript**.

Epic STS for Nephrologist and Dialysis Provider 100 (Starts 8/24/2020)
Due: No Due Date   **Status:** Withdrawn

Select Session ▼

Select Session
View Training Details
Move to Archived Transcript

Epic for Abstractor (Starts 8/20/2020)
Due: No Due Date   **Status:** Registered

8. If you are certain, click **Archive** when the pop-up warning appears and it will be archived. This is not permanent.

Get help

If you have technical issues:

1. Submit a ServiceNow ticket or call the IT Service Desk at 206-987-1111.

If you have questions or comments about the Epic Go-Live Training Portal:

1. Submit a ServiceNow ticket or call the IT Service Desk at 206-987-1111.

If you have questions about Epic training content or which curriculum to take:

1. Contact your leader.
2. Submit a ServiceNow ticket or call the IT Service Desk at 206-987-1111.