

Welcome to Epic Training!

Welcome to Emory Healthcare! We are excited that you have chosen to join our team. Based on your role, one of the electronic tools you will use is the Epic EMR to document in the patient record. Emory Healthcare’s Epic Hyperspace policy requires all user to complete training and pass all associated assessments OR meet the Test- Out requirements* and pass the assessment with an 80% prior to gaining system access. Epic Foundation classes are hosted in the Epic University website.

This document includes directions for completing your training.

Accessing Epic Training

1. As new employee, you will need to log into EHC Workspace to reset your temporary password (please refer to the Emory Healthcare New Employee Orientation Details email for instructions).
2. Logout of workspace to access Epic U.
3. Log into Epic U: <https://training.epic.com/EUT#>
4. Use your N number and password.
5. Select **Emory Healthcare** as your organization, even if you are a student or contractor associated with a different organization.
6. If asked to select Employee or Consultant/Contractor, choose **Employee**.
7. The first time you log in, you will be asked to confirm your information:
 - Confirm all information you see.
 - You can only use an Emory email in the work email field.
 - You can use a personal email in the preferred/personal email field.
8. You should now be at a page that has your “training tracks” assigned.

The screenshot shows the 'Training Tracks in Progress' page for an 'Adult Med Surg Nurse'. The track is a sequence of tasks and classes. A purple arrow points to the 'Adult Med Surg Nurse' track. The track includes: Overview of Training* (Task), Critical Class Prep (Task), Adult Med Surg Nurse 100 (Class), Adult Med Surg Nurse 101 (Class), Bedside E-Learning Lessons* (E-Lms*), and Float Nurse Supplemental Exercises* (Task). A legend at the bottom indicates the status of each task.

9. Next, you will need to enroll in your training. To enroll, expand the > icon next to the training track name. Once expanded, you will see the sections Overview of Training and Critical Class Prep, both of which are recommended, but not required. The next section(s) will be your training class details. You will need to enroll in either the Virtual or Recorded training session. To enroll in a virtual session, click on the calendar icon for the applicable day and time (1). To view other virtual sessions or to enroll in the recorded session, click the *Show More Sessions* link (2). Enroll in the applicable session(s) by selecting the calendar icon. Once all required Virtual or Recorded training session is complete, you will need to complete the assessment (3).

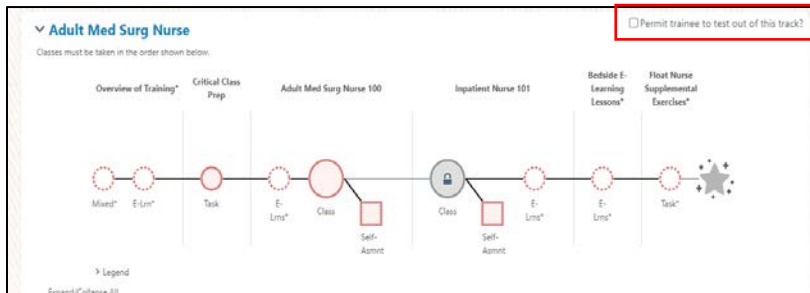
The screenshot shows the training interface for 'Adult Med Surg Nurse 100'. It includes sections for prerequisite lessons, class materials, and upcoming sessions. Three red boxes with numbered callouts highlight specific features: (1) a 'Status' dropdown menu, (2) a 'Show More Sessions' link, and (3) a 'Take Assessment' button.

Location	1 Day of Training ⓘ	Enrolled	Status
Virtual - Shared Across the Epic Community	Today Apr 11 11:00 AM-5:00 PM (EDT)	5/20	▼
Virtual - Shared Across the Epic Community	Tomorrow Apr 12 11:00 AM-5:00 PM (EDT)	3/20	▼
Virtual - Shared Across the Epic Community	Thu Apr 13 11:00 AM-5:00 PM (EDT)	1/20	▼

Test Out

- Testing-Out means you can skip assigned training and complete your self-assessment.
- ***Test-Out Requirement:** To qualify for the Test-Out option, staff must have 2-years previous Epic experience in the role they will have at Emory Healthcare.
- If you feel you are eligible and your account is not marked for Test Out – contact Emory Healthcare’s 8HELP desk and request that they mark your account for test out. You can then move forward with the directions here.

This field will have a check mark if you are currently marked as eligible for Testing Out:



To Test out, you will need to access the playground and the log in credentials. Here is how to access the playground and log in credentials.

Accessing the Playground

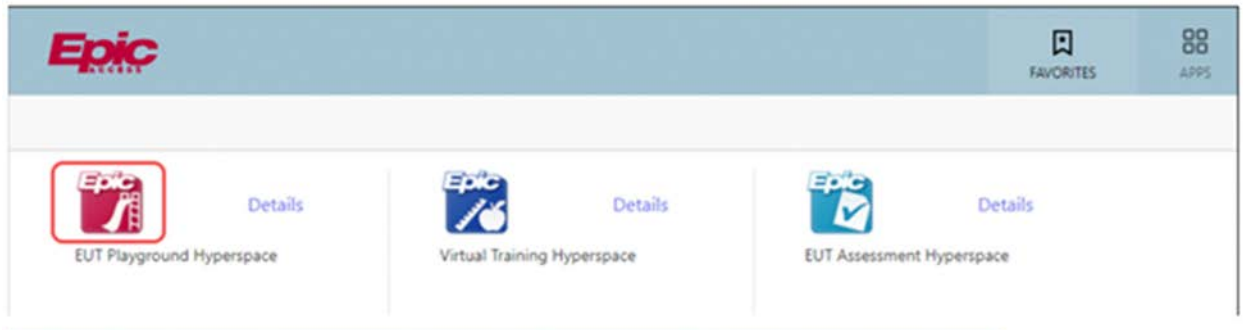
To access the Playground, you will need to close out of the Emory workspace/VDT. Once you have closed out of the workspace, open Google Chrome or Microsoft Edge. Type or copy <https://training.epic.com/EUT#> into the address bar. Select Emory as your organization and login using your N-number credentials. If you are not asked to login, then you may have not closed out of the Emory Workspace.

1. Click on **Access Playground Environment** from your Epic U account.

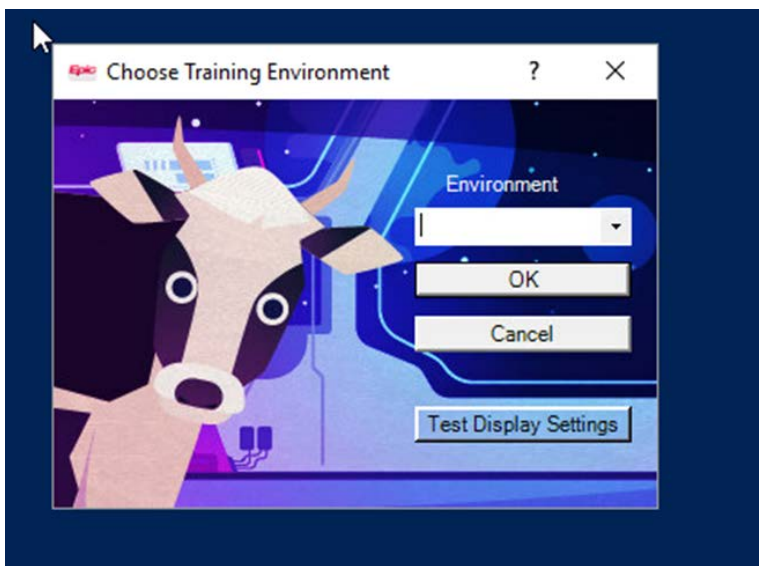


Note: This is an example, not your track specifically.

2. Click on Red **EUT Playground Hyperspace**.



3. At the Choose Training Environment Screen, click the environment, then click **OK**.



4. At the Epic login screen, log in with a training user ID and password.



Note: You won't use your unique credentials to log into any training environments. To find the list of training User IDs and passwords, return to your training track in Epic University, expand the appropriate class, and open the **User Information Sheet**.

If your training track doesn't have a user information sheet, you'll find your login information in your exercise booklet.

All training users have a password of "train" or "epic".

You can choose any user id from the list on the information sheet. The last name associated with the User ID you choose will be the last name of your patients.

If you have trouble, here is a list of who to contact depending on your issue:

Issue	Who to Contact for Help.
You do not know your N number and password.	Contact Emory Healthcare's 8HELP desk. 1-404-778-4357. Emory Hillandale Hospital and Emory Decatur Hospital, dial 88-HELP if onsite.
You have logged into Epic U but do not see training tracks or see the wrong training tracks.	Contact Emory Healthcare's 8HELP desk. 1-404-778-4357. Emory Hillandale Hospital and Emory Decatur Hospital, dial 88-HELP if onsite. A ticket will be logged and directed to the relevant teams to resolve this for you.
You get an error message when logging into Epic U	Contact Epic U directly by dialing 608-771-9000 or emailing epicuniversitysupport@epic.com
You have trouble accessing the Assessment/Test, or otherwise have trouble navigating the Epic U website.	Contact Epic U directly by dialing 608-771-9000 or emailing epicuniversitysupport@epic.com