

MyLearning Instructions for eLearning

Audience: Student Nurse

Content expert: Sarah Venturin

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Follow the instructions below to access and complete your online training prior to your rotation.

1. [Open this link](#)
2. Complete the required fields: **First Name**, **Last Name**, **Email Address**, **New Password**, and **Confirm Password**.
3. Click **Log In**.

Welcome

Please complete the required fields on this page to create your *myLearning* account.

- ◆ After creating your account, you may return to the training at any time using the **Already a user?** link at the bottom of this page.
- ◆ Your email address will be your Username for future access.

*** Required Field**

* First Name:

* Last Name:

* Email Address:

* Passwords must contain both upper and lower case letters

* Passwords must contain alpha and numeric characters

* Passwords cannot have three or more consecutive same characters

* Passwords must be 8 - 20 characters

* Passwords cannot have leading or trailing spaces

* Passwords cannot be the same as the Username, User ID, or email address.

* New password:

* Confirm password:

Already a user? [Login here](#)
Return to Browning? [Click here](#)

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4. Select your specific area.

myLearning

Search

Home Learning Connect Custom Pages

On Friday, January 8, 2021 from 11:00 PM CST to Saturday, January 9, 2021 at 1:00 AM CST, your portal will be briefly unavailable due to a software update.

Welcome to your Epic training!

Click the **button** for your area of study.

Hudson Physicians: [Click here for the iConnect Universal Viewer training](#)

Inpatient (Hospital)

Ambulatory (Clinic)

Revenue

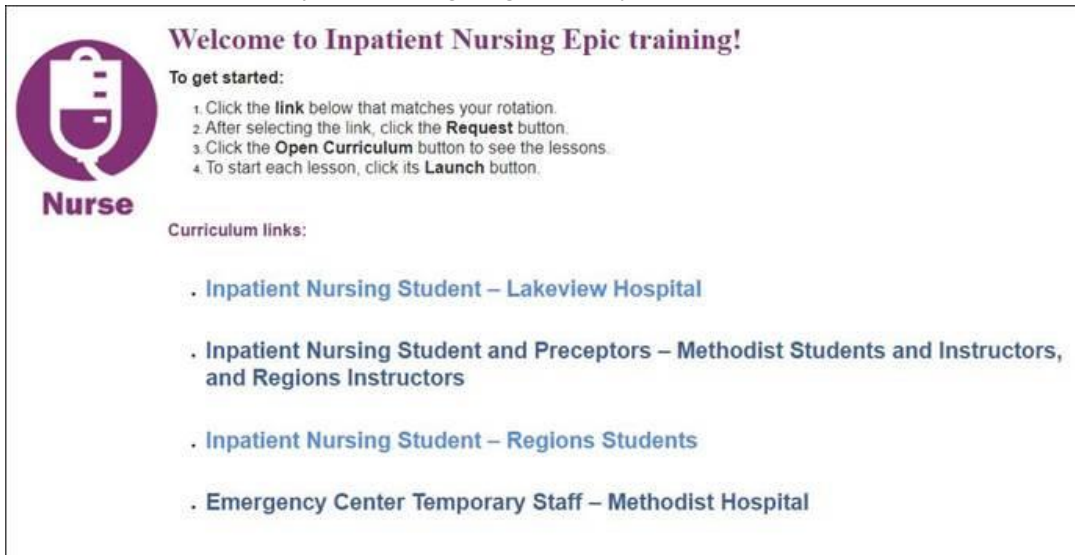
Clinician Nurse

Clinician Nurse

Billing

Epic
LEARNING&DEVELOPMENT

5. The *Welcome to your training* page displays; click the correct **link** that matches your role and Hospital.



Welcome to Inpatient Nursing Epic training!

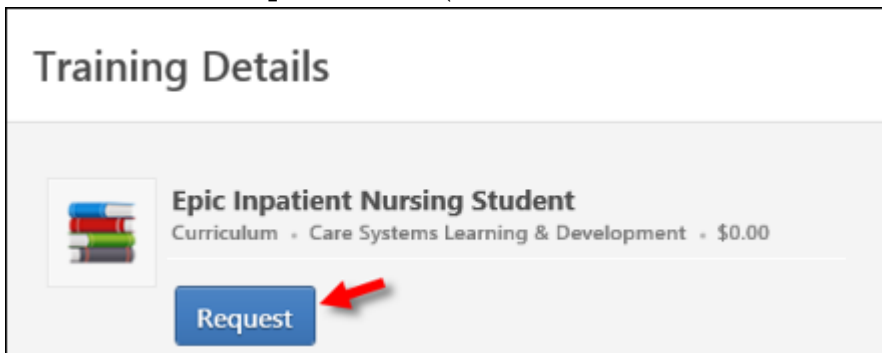
To get started:

1. Click the **link** below that matches your rotation.
2. After selecting the link, click the **Request** button.
3. Click the **Open Curriculum** button to see the lessons.
4. To start each lesson, click its **Launch** button.


Curriculum links:

- . [Inpatient Nursing Student – Lakeview Hospital](#)
- . [Inpatient Nursing Student and Preceptors – Methodist Students and Instructors, and Regions Instructors](#)
- . [Inpatient Nursing Student – Regions Students](#)
- . [Emergency Center Temporary Staff – Methodist Hospital](#)

6. Click the **Request** button. (Make sure to select the correct Hospital)

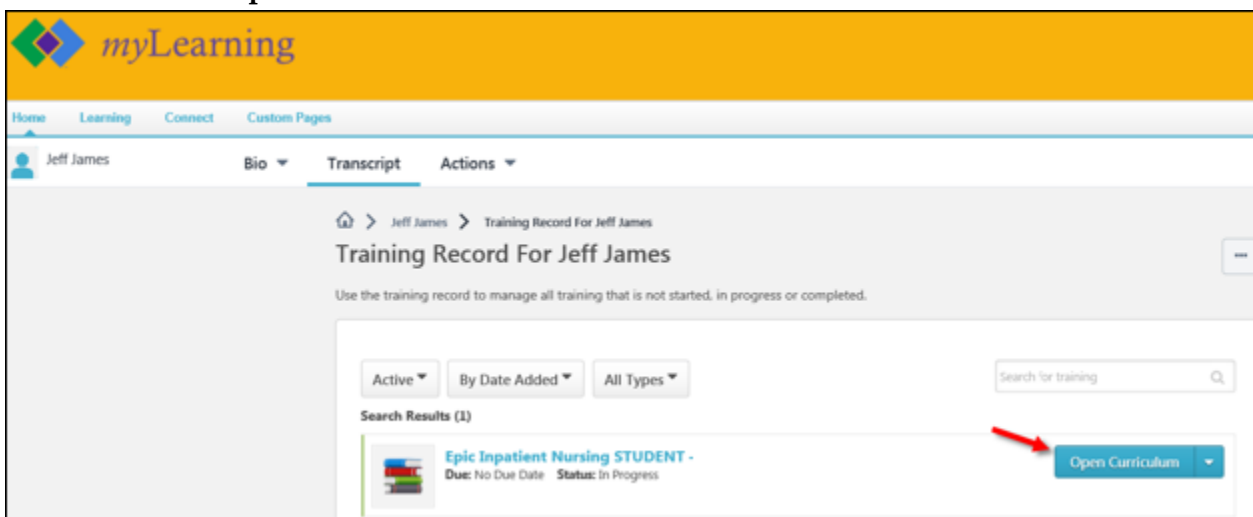


Training Details

 **Epic Inpatient Nursing Student**
Curriculum · Care Systems Learning & Development · \$0.00

Request

7. Click the **Open Curriculum** button.



myLearning

Home Learning Connect Custom Pages

Jeff James Bio Transcript Actions


Home > Jeff James > Training Record For Jeff James

Training Record For Jeff James

Use the training record to manage all training that is not started, in progress or completed.

Active By Date Added All Types Search for training

Search Results (1)

 **Epic Inpatient Nursing STUDENT -**
Due: No Due Date Status: In Progress **Open Curriculum**

8. Click the **hyperlink** to open a section.



A *curriculum* is divided up into *sections*; the sections group *lessons* together.

The screenshot shows the myLearning interface for a user named Jeff James. The main heading is 'Epic Inpatient Nursing STUDENT - Hospital'. On the left, a circular progress indicator shows 0% completion. Below it, there are radio buttons for 'EPIC-RELATED EDUCATION' and 'CORPORATE EDUCATION'. The main content area shows two sections: 'Epic-related Education' and 'Corporate Education', both with 0% completion and a 'View Details' button. Two red arrows point to the 'Epic-related Education' and 'Corporate Education' text links.

9. Click a lesson's **Launch** button to start.



This needs to be done for each lesson in each section.

The screenshot shows the myLearning interface for a user named Jeff James. The main heading is 'Epic Inpatient Nursing Student - Methodist Hospital'. On the left, a circular progress indicator shows 0% completion. Below it, there are radio buttons for 'EPIC-RELATED EDUCATION' and 'CORPORATE EDUCATION'. The main content area shows two sections: 'Epic Inpatient Patient List Brief' and 'Epic Storyboard for Hospital Non-Clinicians'. Both sections have a 'Launch' button. A red box highlights the 'Launch' buttons for both sections.

10. Complete each lesson.

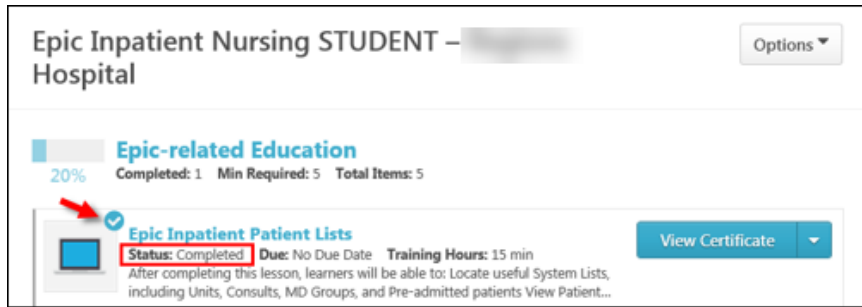


There are two types of lessons in the curriculum:

eLearning lessons



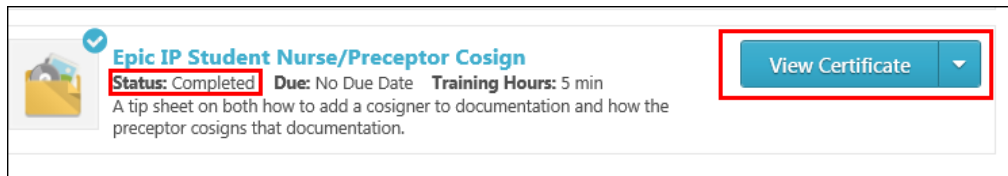
When you have completed a lesson, a *checkmark* appears next to its title. The button now displays as *View Certificate*, however no more action is required for the lesson.



Materials lessons



- For these lessons, an extra action is required after completion. Click the **Mark Complete** button to complete these lessons.
- This changes the button name to *View Certificate* and the *Status* is now *Completed*.



Each hospital's curriculum looks different.

40% CURRICULUM PROGRESS

Epic Inpatient Nursing STUDENT - Hospital

EPIC-RELATED EDUCATION

CORPORATE EDUCATION

eLearning lessons are indicated with a computer screen icon.

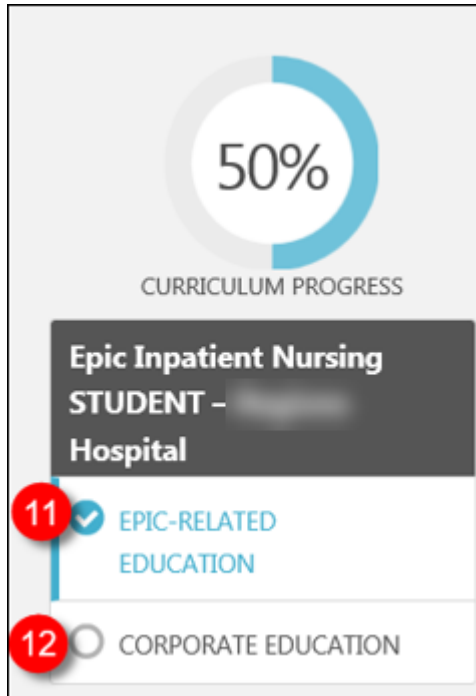
Tip sheets and PowerPoints lessons are indicated with folder icon.

Epic Inpatient Nursing Student Hospital

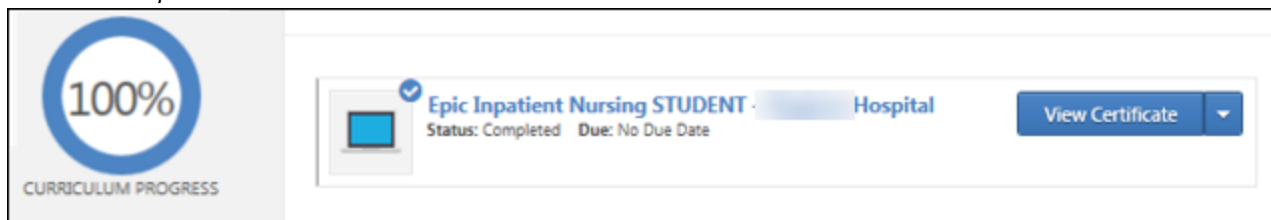
80% Epic-related Education Completed: 4 Min Required: 5

- Epic Inpatient Patient Lists Status: Completed Due: No Due Date Training Hours: 15 min View Certificate
- Epic Inpatient Flowsheets for Nursing Status: Completed Due: No Due Date Training Hours: 10 min View Certificate
- Epic Notes Activity for Inpatient or HOD Status: Completed Due: No Due Date Training Hours: 10 min View Certificate
- Epic SmartTools Status: Completed Due: No Due Date Training Hours: 10 min View Certificate
- Epic IP Student Nurse/Preceptor Cosign Status: In Progress Due: No Due Date Training Hours: 5 min Mark Complete

11. Once you have completed all the lessons in a section, a checkmark displays next to the section name.
12. To continue working through the curriculum, click the **name of the next section** (in the example below, it is the *Corporate Education*).



13. Once you have finished all the lessons in each section, the curriculum will be marked with *Status of Completed*.



Returning to the lessons

Follow these steps if you don't complete all the lessons at one time.

1. Return to the login screen by [clicking this link](#).
2. Since you have already created an account, click the **Login here** hyperlink (next to words *Already a user?*).


The screenshot shows a login form with two input fields: '* New password' and '* Confirm password'. Below the fields, there are two hyperlinks: 'Already a user? [Login here](#)' and 'Return to Browsing? [Click here](#)'. A red arrow points to the 'Login here' link. At the bottom, there are two buttons: 'Cancel' and 'Log In'.

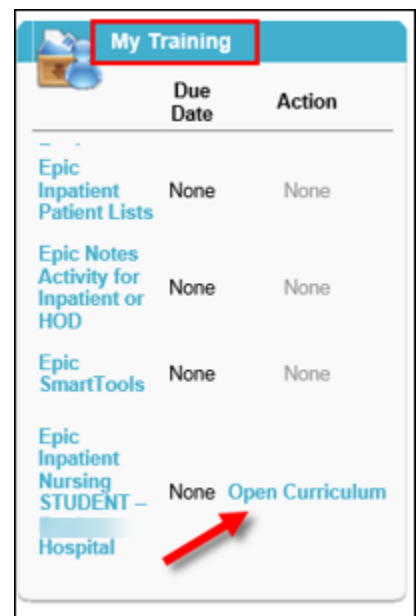
3. Log in with your **Username** (your email address) and the **Password** you created.



The login form features the myLearning logo at the top left, followed by the text "Welcome to myLearning!". Below this are two input fields: the first is for the username (with a vertical line indicating the cursor) and the second is labeled "Password". A blue button at the bottom is labeled "Log in to myLearning".

4. You are brought back to the *Welcome to your training* page. On the right side of this page, in the *My Training* section, click the **Open Curriculum** link.

 If you do not see the curriculum (you were working on) listed, click **My Training** at the top of this section. This opens up the *Transcript*, from where you may open the curriculum.



The screenshot shows a "My Training" header with a red box around it. Below is a table with columns for "Due Date" and "Action".

	Due Date	Action
Epic Inpatient Patient Lists	None	None
Epic Notes Activity for Inpatient or HOD	None	None
Epic SmartTools	None	None
Epic Inpatient Nursing STUDENT - Hospital	None	Open Curriculum

A red arrow points to the "Open Curriculum" link in the last row.