MyLearning Instructions for eLearning

Audience: Clinic Nursing/Medical Assistant Students   Last updated: 03/29/2023

Follow the instructions below to access and complete your online training prior to your rotation. *If you are a current employee with us, skip steps 1-3 and go to the last page for MyLearning login instructions.* Thanks!

There are multiple lessons to complete, so see the last page if you need to take a break and return to the lessons later.

1. Click this Link to access the *Registration* page.

> **!**
> - Open the link via Microsoft Edge or Google Chome web browsers.
> - Do not use Safari.

2. Complete the required fields, **First Name**, **Last Name,** and **Email Address (personal, not work)**.
3. Create a **password**.
4. The Welcome page appears. From *Ambulatory* section, select the **Nurse** button.

Welcome to your Epic training!

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

Epic
LEARNING&DEVELOPMENT

Inpatient (Hospital)   **Ambulatory (Clinic)**   **Revenue**

Clinician   Nurse   Other Roles   Clinician   Nurse   Other Roles   Billing

5. Next, the Curriculum links will appear. Select **Ambulatory Nursing and Medical Assistant Student** link.

> **!**
> This for both Park Nicollet and HealthPartners students.

*my*Learning

Home   Learning   Connect   Custom Pages   Epic Training

Nurse

Welcome to Ambulatory Nursing Epic Training

To get started:
1. Click the **Link to Curriculum** below.
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.

Student Curriculum link:

- Ambulatory Nursing and Medical Assistant Student

6. Click the **here hyperlink** on right-hand side. This will update the curriculum listed.

7. Click **Open Curriculum**.

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8. Click **Launch** on each eLearning to watch. You will need to watch all that are listed.

Epic Ambulatory Nursing and Medical Assistant Student   Options ▾

Epic-related training for nursing and medical assistant (MA) students at Park Nicollet and HealthPartners clinics.

Epic Ambulatory Basics - Support Staff and Medical Assistants   Launch ▾
Status : In Progress   Due : No Due Date   Training Hours : 10 min
After completing this lesson: Users will be able to identify the Park Nicollet protocol for Protected Health Information within Epic, log into Hyperspace,...

Epic Ambulatory Standard Rooming for Non-Clinicians   Launch ▾
Status : In Progress   Due : No Due Date   Training Hours : 20 min
This lesson is designed to understand the various rooming responsibilities in a clinic setting. Upon successful completion of this eLearning, clinical support...

Epic Chart Review   Launch ▾
Status : In Progress   Due : No Due Date   Training Hours : 20 min
Chart Review shows Epic users how to access specific information in Epic. This training takes approximately 20 minutes to complete. Chart Review...

Epic Storyboard Overview eLearning - HTML   Launch ▾
Status : In Progress   Due : No Due Date
Overview of Epic Storyboard. Developer notes: This lesson uploaded as HTML-only file.

Epic SmartTools   Launch ▾
Status : In Progress   Due : No Due Date   Training Hours : 10 min
Epic SmartTools SmartTools allow you to quickly document in Epic. This training takes approximately 10 minutes to complete. Upon completion of this course...

Epic SmartPhrases   Launch ▾
Status : In Progress   Due : No Due Date   Training Hours : 10 min
Epic's SmartPhrases are templates designed to save you time by reducing the amount of typing you have to do. This training takes approximately 10...

Epic Care Everywhere eLearning   Launch ▾
Status : In Progress   Due : No Due Date

Epic Ambulatory Quiz - Nursing and Medical Assistants   Launch ▾
Status : In Progress   Due : No Due Date   Training Hours : 5 min
This quiz overs content presented in the following topics: Epic Basics Epic Standard Rooming Epic Chart Review Epic MyChart Passing score: 80%

Returning to the lessons

1. Return to the login screen using this Link.
2. Click **Login here** to right of the text, *Already a user?*

* Passwords must contain at least one special character

* New password [   ]

* Confirm password [   ]

Already a user? Login here
Return to Browsing? Click here

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

*my*Learning

Welcome to myLearning!

[   ]

[Password   ]

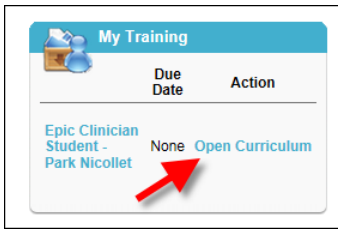Log in to myLearning

Developed by HealthPartners Epic Learning & Development.   Author name: Steph Whitcomb
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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.
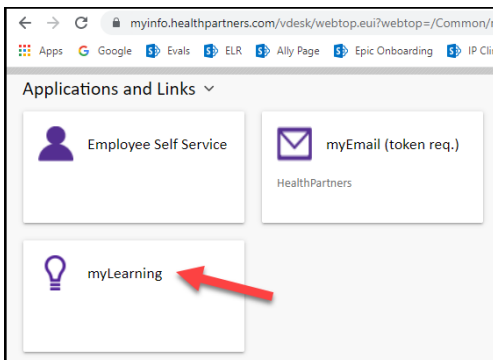

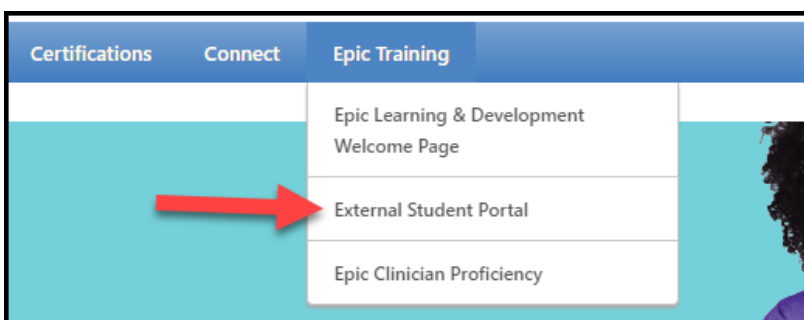5. Continue working on the lessons.

Current Employees

If you are a current employee, but don't have remote access, follow these directions to access myLearning from home.

1. Open the myinfo.healthpartners.com page.
2. If you don't know your myInfo login (different than your normal computer login), call the helpdesk. 952-967-7000.
3. Once you are logged into myInfo, click on myLearning.

4. Login to myLearning with your normal user ID and password.
5. From the Epic Training menu, select External Student Portal page.

6. Return to step 4 on the first page of this document.

Questions?

If you have any issues or questions regarding accessing these videos, please contact EpicLearning@HealthPartners.com.