

MyLearning Instructions for eLearning

Audience: Regions Medical Students & Residents

Last updated: 03/23/2023

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!*

1. Click this [Link](#) to access the *Registration* page.



- Open the link via Microsoft Edge or Google Chrome web browsers.
- Do not use Safari.

2. Complete the required fields, **First Name**, **Last Name**, and **Email Address**.
3. Create a **password**.
4. The Welcome page appears. From *Inpatient* section, select the **Clinician** button.



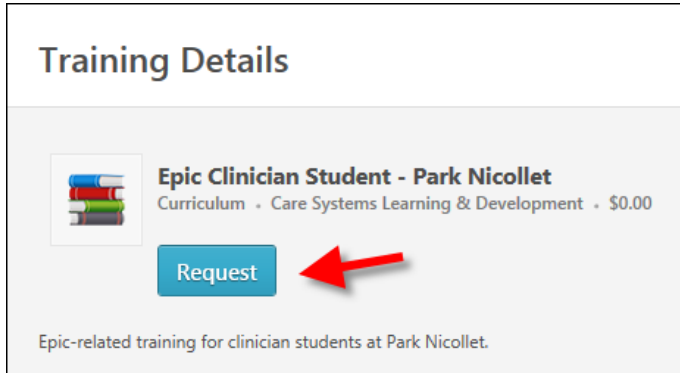
5. Next, the Curriculum links will appear. Use the table below to determine what training is best for you.

Have you used Epic before?

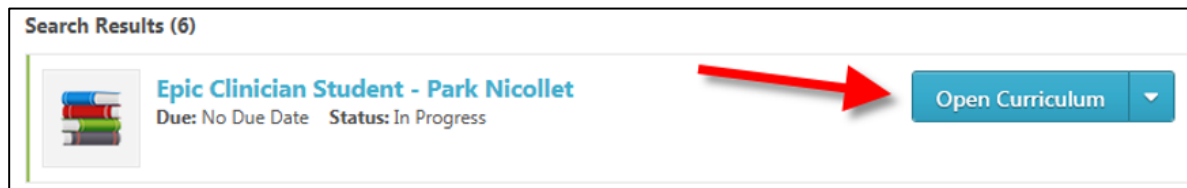
Yes	<p>Select the curriculum that matches your rotation:</p> <ul style="list-style-type: none"> • Inpatient Medicine Clinician Student/Resident - Regions Hospital (20 minutes) <ul style="list-style-type: none"> ○ One lesson reviewing general Medicine workflows and tools. • Inpatient Ob/Gyn Clinician Student/Resident - Regions Hospital (40 minutes) <ul style="list-style-type: none"> ○ Three Lessons cover medicine, L&D and surgery workflows. • Inpatient Surgery Clinician Student/Resident - Regions Hospital (30 minutes) <ul style="list-style-type: none"> ○ Two Lessons cover medicine and surgery workflows.
No	<p><u>First</u>, complete the lessons in the <i>Inpatient Basics for Clinician Student/Resident</i> curriculum. (60 minutes)</p> <p>Next, select the curriculum that matches your rotation:</p> <ul style="list-style-type: none"> • Inpatient Medicine Clinician Student/Resident - Regions Hospital (20 minutes)

- Inpatient **Ob/Gyn** Clinician Student/Resident – Regions Hospital (40 minutes)
 - Lessons cover medicine, obstetrics and surgery workflows.
- Inpatient **Surgery** Clinician Student/Resident – Regions Hospital (30 minutes)
 - Lessons cover medicine and surgery workflows.

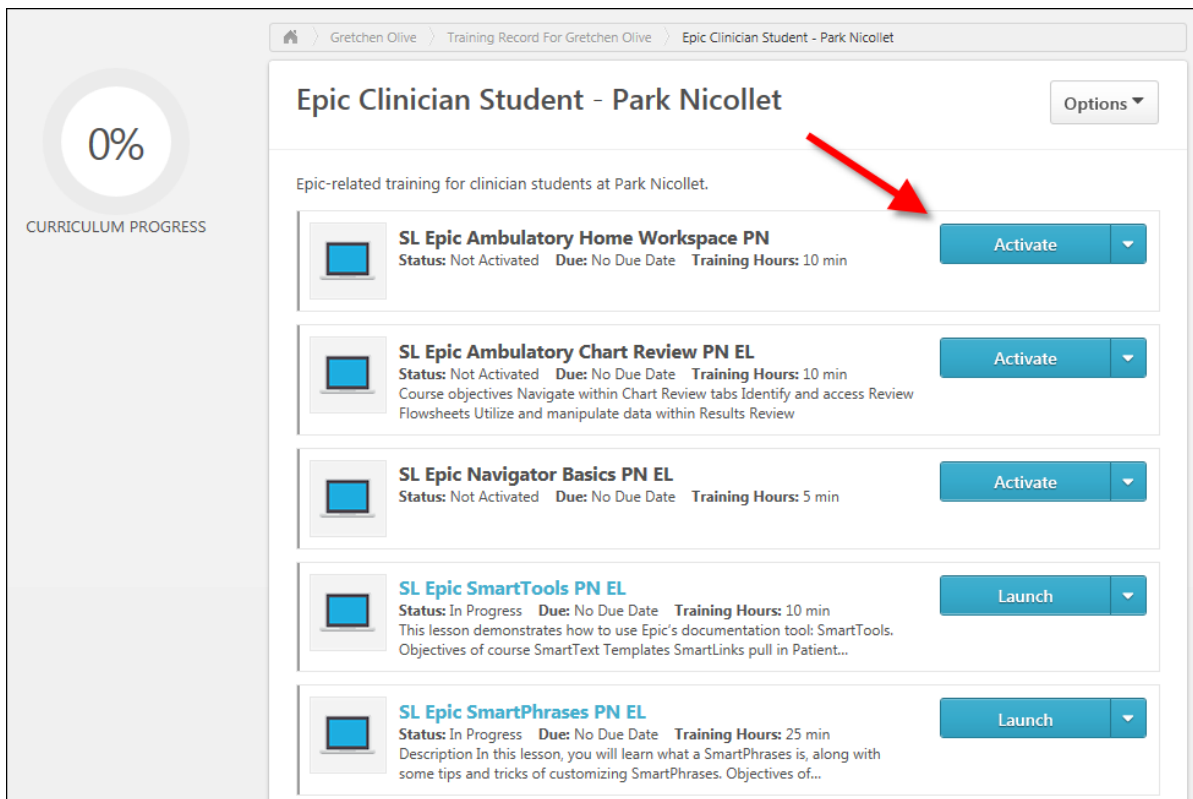
6. After clicking the correct Curriculum, click the **Request** button.



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

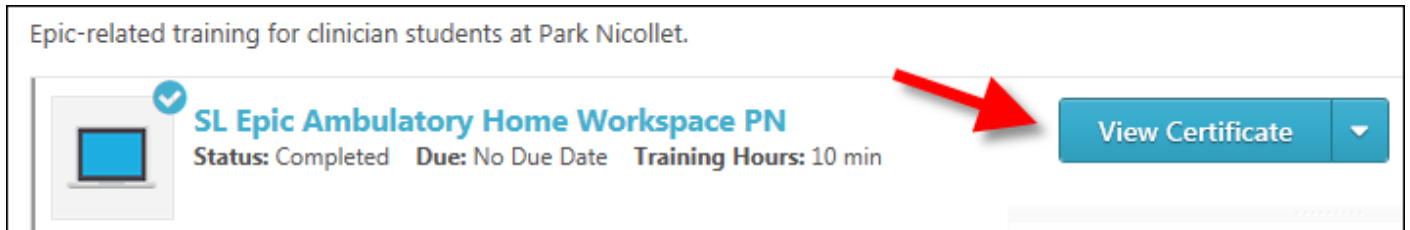


8. Click the **Activate** button for the first lesson.



9. The button name will change to *Launch*. Click the **Launch** button to open the lesson.

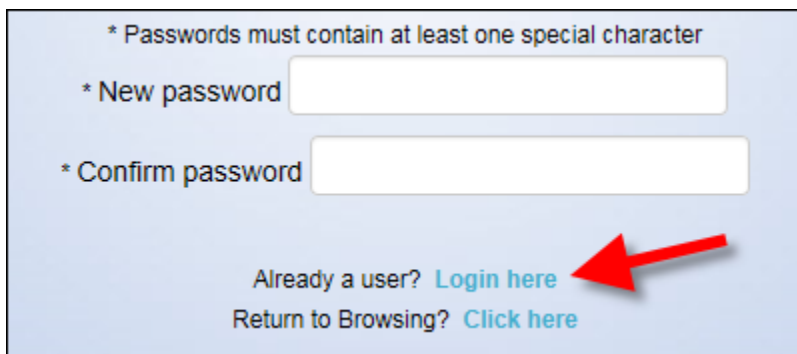
10. Once you have completed the lesson, the button name will change to *View Certificate*. You do not need to view or do anything with the Certificate.



11. Repeat the Activate, Launch process for each lesson in your list.

Returning to the lessons

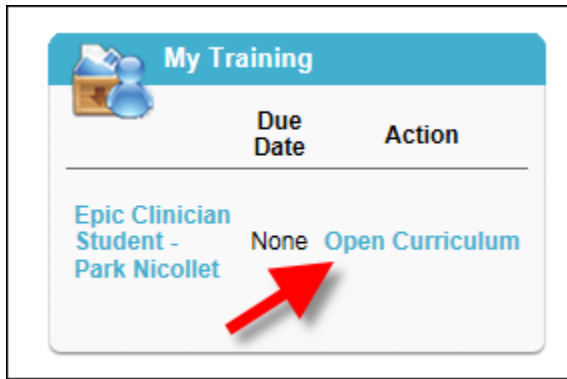
1. Return to the login screen using [this Link](#).
2. Click **Login here** to right of the text, *Already a user?*



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



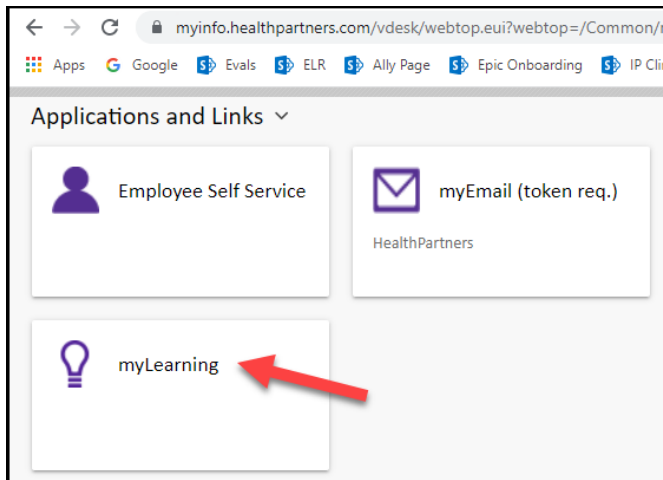
4. You are brought back to the *Welcome to your training* page. On the right side of this page, in the *My Training* section, click the **Open Curriculum** link.



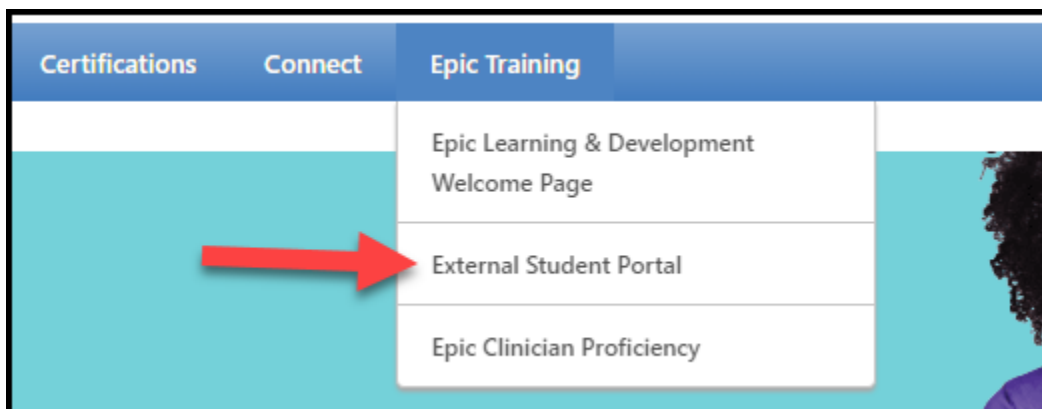
5. Continue working on the lessons.

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.