MyLearning Instructions for eLearning

Audience: Student Nurse   Content expert: Sarah Venturin   Last updated: 1/16/2023

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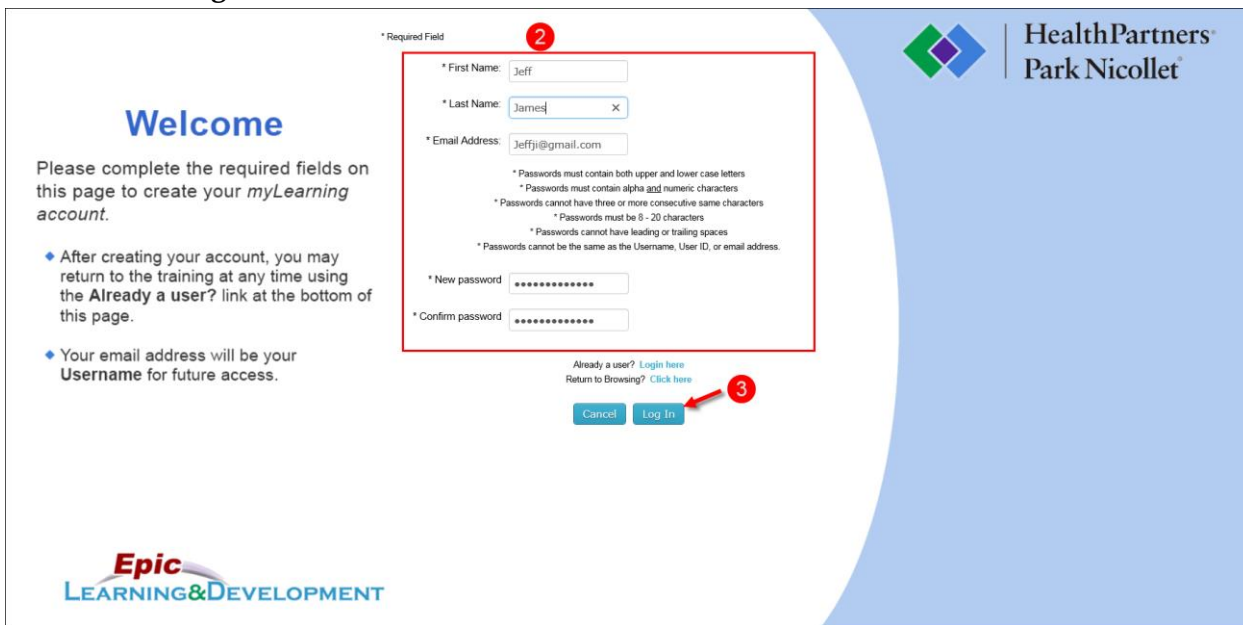
1. Open this link

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

2. Complete the required fields: **First Name**, **Last Name, Email Address, New Password,** and **Confirm Password**.
3. Click **Log In**.

4. Select your specific area.

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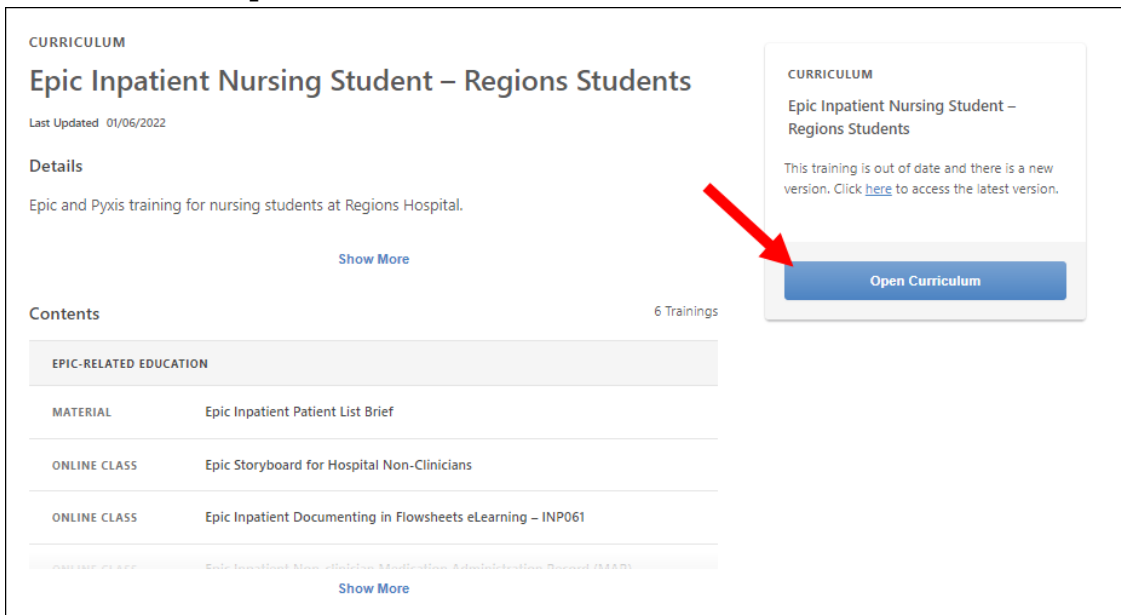
Welcome to Inpatient Nurse Epic training!

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 – Hutchinson Hospital**
- **Inpatient Nursing Student – Lakeview Hospital**
- **Inpatient Nursing Students and Preceptors – Methodist and Regions Hospital**

6. Click the **Open Curriculum** button.

CURRICULUM

Epic Inpatient Nursing Student – Regions Students

Last Updated 01/06/2022

Details

Epic and Pyxis training for nursing students at Regions Hospital.
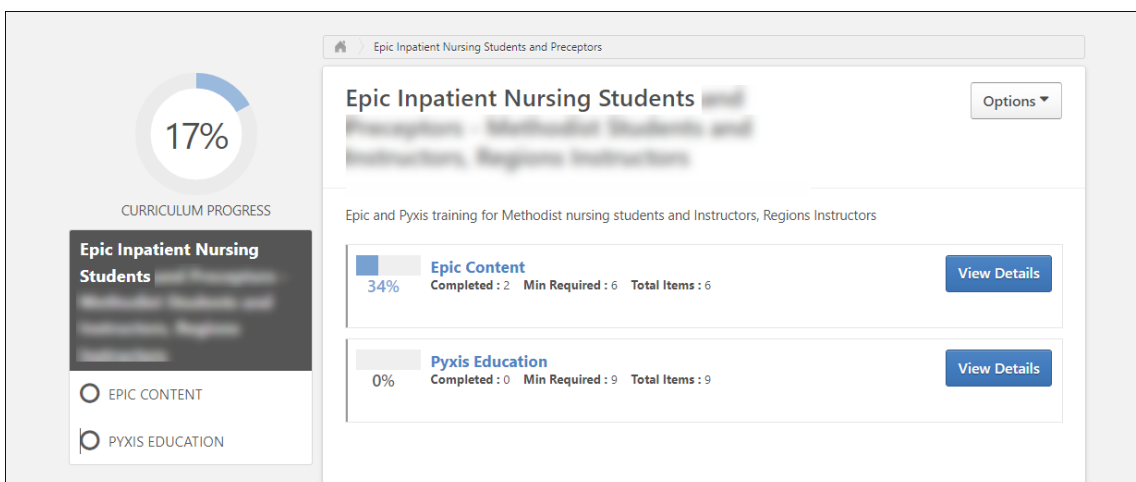
Show More

CURRICULUM

Epic Inpatient Nursing Student – Regions Students

This training is out of date and there is a new version. Click here to access the latest version.

Open Curriculum

Contents   6 Trainings

EPIC-RELATED EDUCATION	
MATERIAL	Epic Inpatient Patient List Brief
ONLINE CLASS	Epic Storyboard for Hospital Non-Clinicians
ONLINE CLASS	Epic Inpatient Documenting in Flowsheets eLearning – INP061

Show More

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

> A curriculum <u>may</u> be divided up into *sections*; the sections group *lessons* together.

17%

CURRICULUM PROGRESS

Epic Inpatient Nursing Students

○ EPIC CONTENT

○ PYXIS EDUCATION

Epic Inpatient Nursing Students and Preceptors

Epic Inpatient Nursing Students and Preceptors - Methodist Students and Instructors, Regions Instructors

Options ▾

Epic and Pyxis training for Methodist nursing students and Instructors, Regions Instructors

Epic Content
34%   Completed : 2   Min Required : 6   Total Items : 6

View Details

Pyxis Education
0%   Completed : 0   Min Required : 9   Total Items : 9

View Details

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

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

9. Complete each lesson. Look for the check mark to confirm each lesson is complete.

10. Some curriculums have two parts. To continue working through the curriculum, click the **name of the next section** (in the example below, it is the *Corporate Education*).
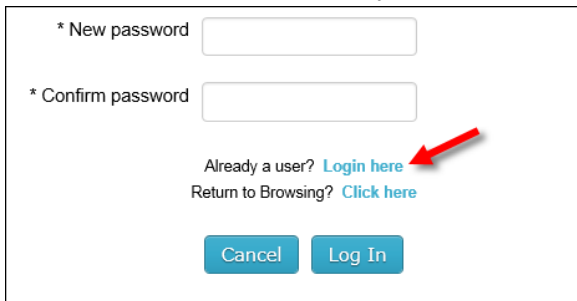

11. Once you have finished all the lessons in each section, the curriculum will be marked with *Status* of *Completed.*

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?*).

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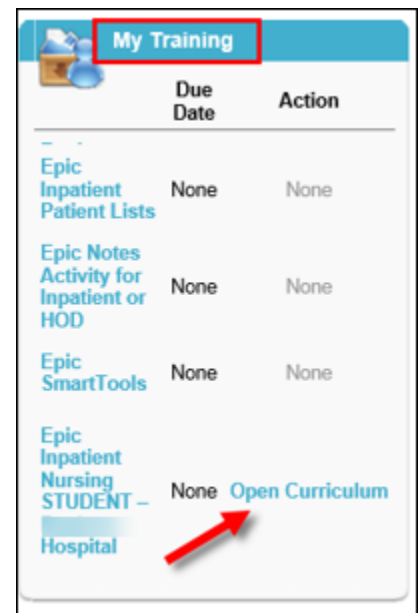

4. You are brought back to the *Welcome to your training* page. On the right side of this page, in the *My Training* section, click the **Open Curriculum** link.

   > (i) 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.
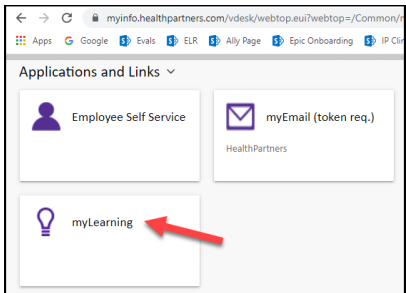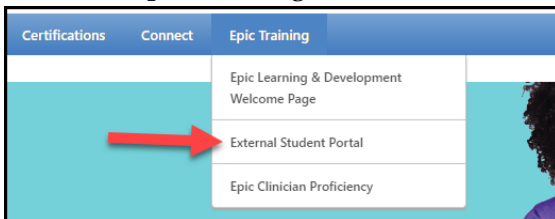
Students who are also employees

Completing from home

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.
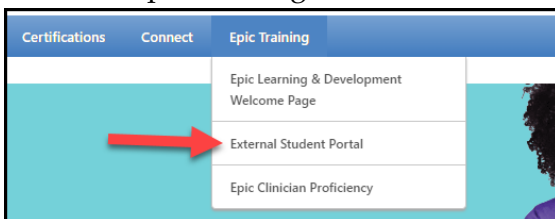

6. Return to the top of page 2 of this tip sheet.

Completing at a HealthPartners location

Follow these directions to access myLearning from a HealthPartners location.

1. Open myLearning
2. From the Epic Training menu, select External Student Portal page.

3. Return to the top of page 2 of this tip sheet.