

MyLearning Instructions for eLearning


Audience: Student Nurse

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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 current employee with us, skip steps 1-3 and go to the last page for MyLearning login instructions. Thanks!*

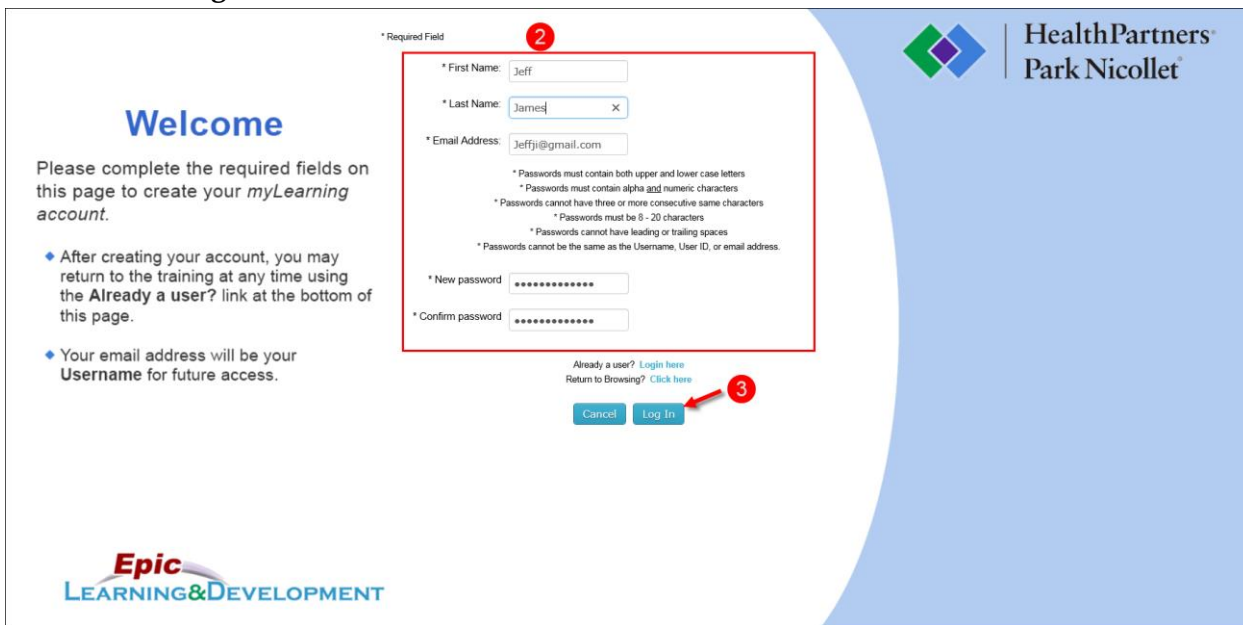
1. [Open this link](#)



- Open the link via Microsoft Edge or Google Chrome 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!

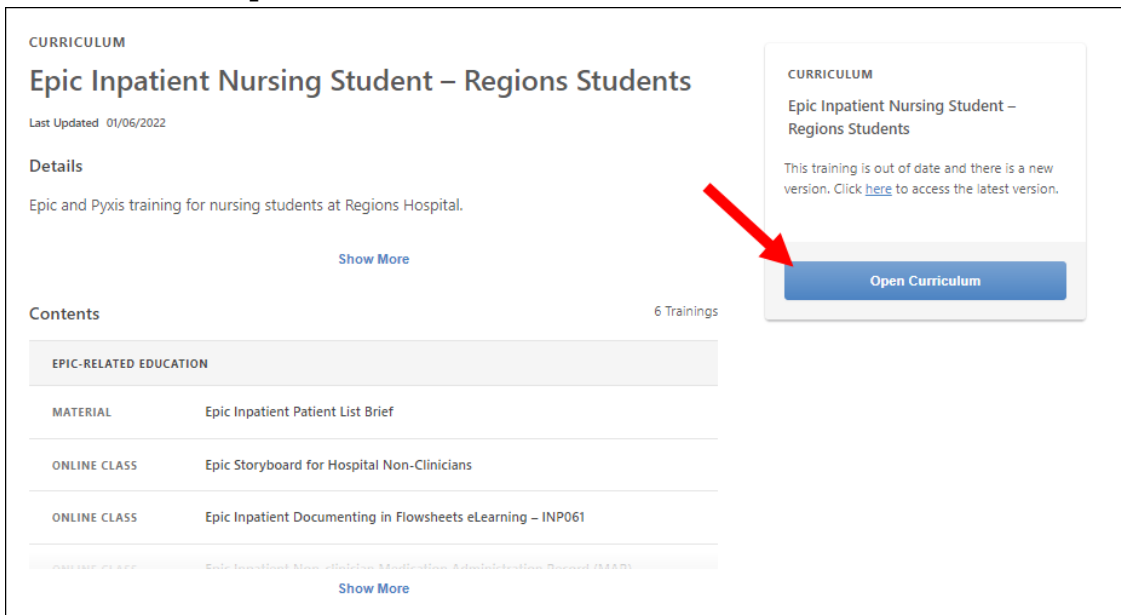
To get started:

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](#)

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](#)

CURRICULUM

Epic Inpatient Nursing Student – Regions Students

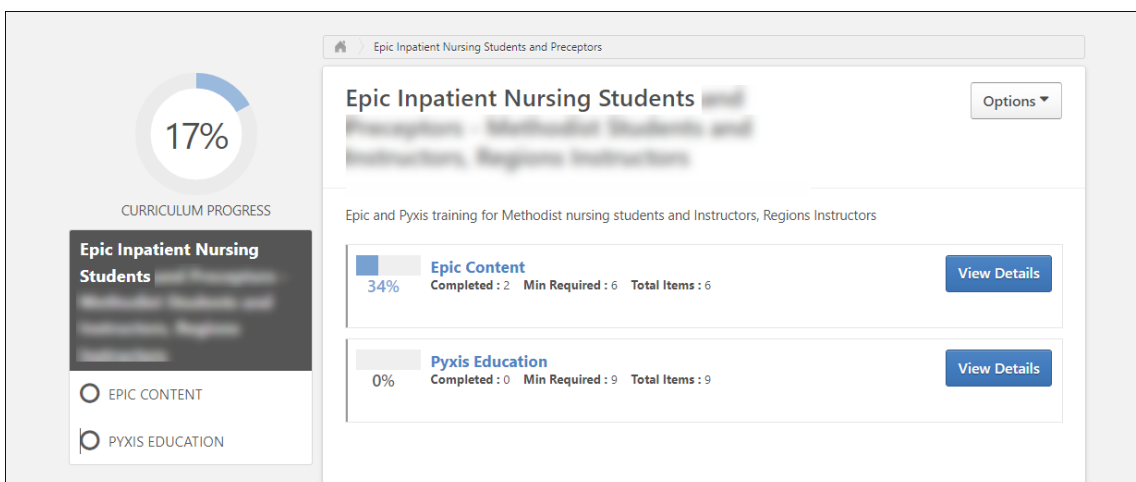
This training is out of date and there is a new version. [Click here](#) to access the latest version.

[Open Curriculum](#)

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



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



Epic Inpatient Nursing Students and Preceptors

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

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

17% CURRICULUM PROGRESS

Epic Inpatient Nursing Students

- EPIC CONTENT
- PYXIS EDUCATION

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.



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

The screenshot shows the myLearning interface for 'Epic Inpatient Nursing Student - Methodist Hospital'. On the left, a circular progress indicator shows 0% CURRICULUM PROGRESS. The main content area lists two lessons: 'Epic Inpatient Patient List Brief' and 'Epic Storyboard for Hospital Non-Clinicians'. Each lesson card includes a status (Registered), due date (No Due Date), and training hours (5 min and 10 min respectively). A red box highlights the 'Launch' buttons for both lessons.

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

The screenshot shows the myLearning interface for 'Epic Inpatient Nursing Student - Methodist Hospital' with 40% CURRICULUM PROGRESS. The main content area lists five lessons, all marked as completed with a checkmark icon. The lessons are: 'Epic Inpatient Patient Lists' (15 min), 'Epic Inpatient Flowsheets for Nursing' (10 min), 'Epic Notes Activity for Inpatient or HOD' (10 min), 'Epic SmartTools' (10 min), and 'Epic IP Student Nurse/Preceptor Cosign' (5 min). Callouts explain that eLearning lessons are indicated with a computer screen icon and tip sheets/PowerPoints are indicated with a folder icon. A red box highlights the text 'Each hospital's curriculum looks different.' and a red arrow points to the 'Mark Complete' button for the final lesson.

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*).

The screenshot shows a curriculum progress indicator at 50%. Below the progress bar, the curriculum title is 'Epic Inpatient Nursing STUDENT - Hospital'. There are two sections listed: '11 EPIC-RELATED EDUCATION' with a checked checkbox and '12 CORPORATE EDUCATION' with an unchecked checkbox. Red circles with numbers 11 and 12 are overlaid on the checkboxes.

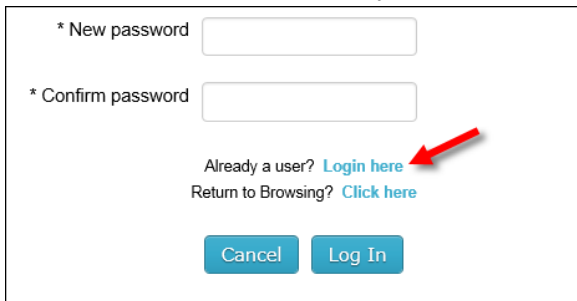
11. Once you have finished all the lessons in each section, the curriculum will be marked with *Status of Completed*.

The screenshot shows the curriculum progress indicator at 100%. Below the progress bar, the curriculum title is 'Epic Inpatient Nursing STUDENT - Hospital'. The status is 'Status: Completed' and 'Due: No Due Date'. A 'View Certificate' button is visible.

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?*).



* 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.




 myLearning

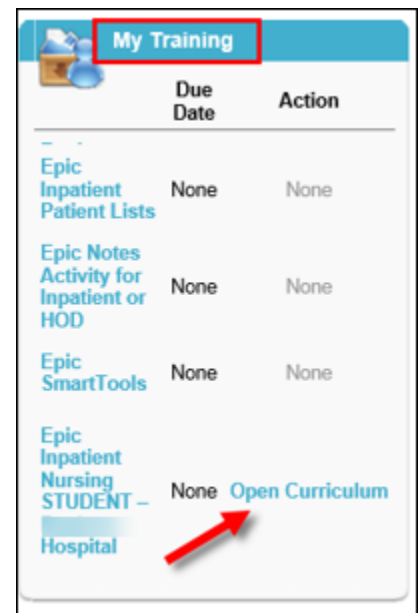
Welcome to myLearning!

Password

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.



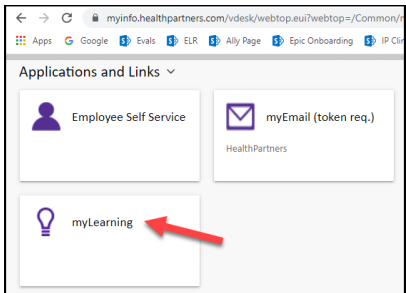
	Due Date	Action
Epic Inpatient Patient Lists	None	None
Epic Notes Activity for Inpatient or HOD	None	None
Epic SmartTools	None	None
Epic Inpatient Nursing STUDENT - Hospital	None	Open Curriculum

Students who are also employees

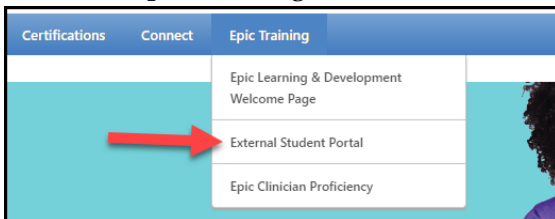
Completing from home

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.

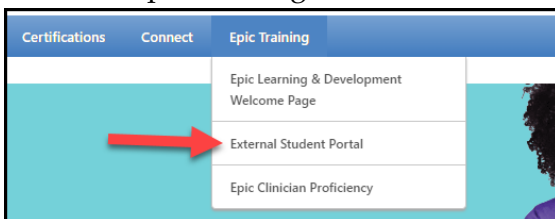


6. Return to the top of page 2 of this tip sheet.

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.