

# Accessing Epic Training for WUSM Providers and Staff

## Logging into Saba

In order to access Epic Saba training courses WUSM providers and staff should follow these steps:

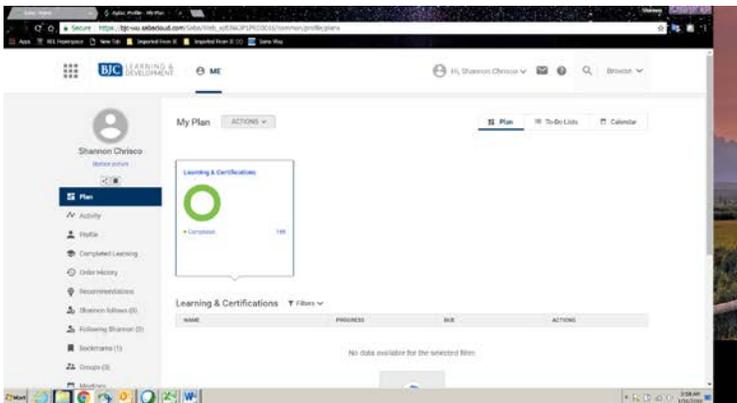


- Using a Google Chrome web browser, and cut and paste <https://learnnetwork.wustl.edu/>
- Click on “Log in to Learn@Work”
- Enter your WUSTL Key username and password to log in

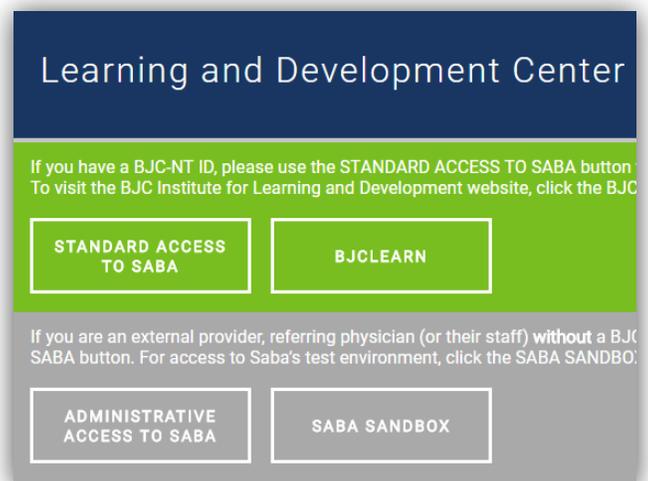
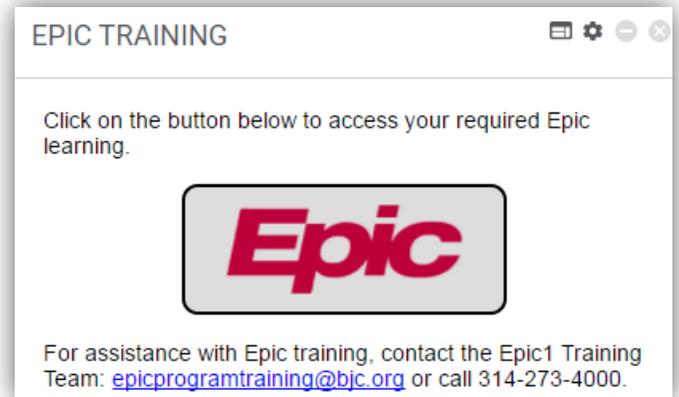
The home page includes a section listed as Epic Training. Click the Epic button.



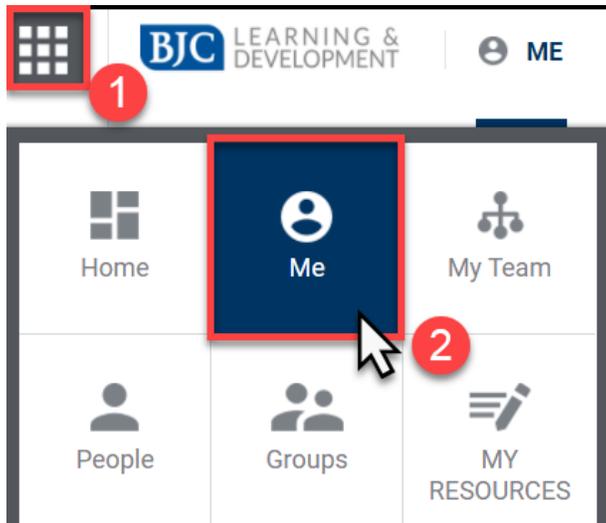
A new tab will open and take the user to their “My Plan” within BJC Saba. It should look like the picture below.



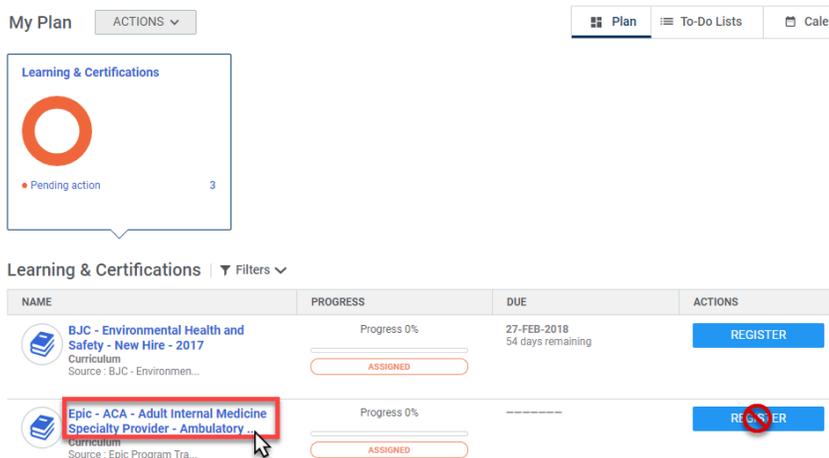
If it looks like this to the right, it is not correct. Contact the Epic1 Training team at 314-273-4000 or [epicprogramtraining@bjc.org](mailto:epicprogramtraining@bjc.org).



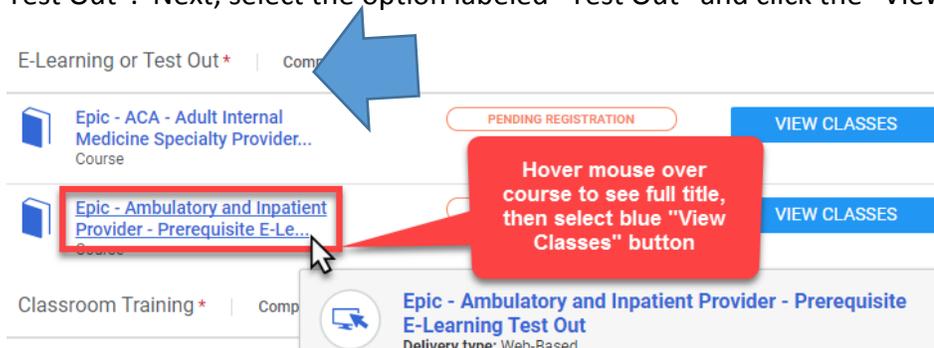
You should see this at the top left of your correct screen. Click on the cube, and then click on “Me”



Your Me page says “My Plan” at the top and displays the blue hyperlink that is the title of your Epic curriculum. Your Epic curriculum will have an icon that looks like a stack of books, begin with the word “Epic,” and say “Curriculum” underneath it. Click on the blue hyperlink title. **DO NOT CLICK ON REGISTER. If you hit it by accident, select cancel and go back a page and try again.**



Once you click on this, make sure you are under the section “E-Learning or Test Out”. If you have experience with Epic at another organization, you might want to try to test out of the prerequisite E-Learning modules. To test out, start on your Epic curriculum page as shown below. Find the first section called “E-Learning or Test Out”. Next, select the option labeled “Test Out” and click the “View Classes” button on the right side.



When you click “View Classes” and the pop-up window appears, there will only be one “class” to select. Click the blue “Enroll” button.

COURSE: EPIC - AMBULATORY AND INPATIENT PROVIDER - PRER...

This screenshot shows a course detail page. On the left, there are filters for 'Narrow your results:', 'Start date:', 'Delivery type:', and 'Location:'. The main content area displays 'Class ID : 00018057', 'Web-Based', 'Language : English', and 'Duration : 00:00'. There are links for 'View detail' and 'Attachments >'. A blue 'ENROLL' button is highlighted with a red box and a mouse cursor. At the bottom, there is a pagination control showing '1 - 1 of 1'.

The E-test will start downloading for you to complete. Instructions on how to take it are listed within the training. **You only get one opportunity to pass, so make sure and read the instructions before you start.**

## Completing E-Learning

As a reminder, make sure you're in Chrome- if you aren't, it may lose your progress and your training!

Start on your curriculum page. Make sure you are under “E-Learning or Test Out”. Find the line that simply says “Prerequisite E-Learning” (hover to see the entire name of the class). When you've found it, click the blue “View Classes” button on the right.

This screenshot shows a curriculum page with the heading 'E-Learning or Test Out \* | Complete 2 of 2'. A list of courses is displayed. The first course, 'Epic - ACA - Adult Internal Medicine Specialty Provider...', is highlighted with a red box. A red callout box with a mouse cursor pointing to it contains the text: 'Hover mouse over course to see full title, then select blue "View Classes" button'. To the right of the list is a blue 'VIEW CLASSES' button. The second course in the list is 'Epic - Ambulatory and Inpatient Provider - Prerequisite E-Le...', and the third is 'Epic - ACA - Adult Internal Medicine Specialty Provider - Ambulatory and Inpatient - 4467 - Prerequisite E-Learning'.

When you click “View Classes” only one class will come up. Click “Enroll”

COURSE: EPIC - ACA - ADULT INTERNAL MEDICINE SPECIALTY ...

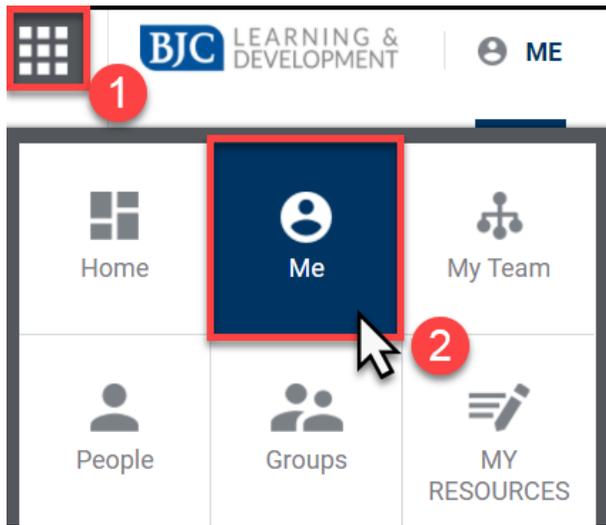
This screenshot shows a course detail page for 'Epic - ACA - Adult Internal Medicine Specialty Provider'. It features the same layout as the previous screenshot, with filters on the left and course details in the center. The 'ENROLL' button is highlighted with a red box and a mouse cursor. The pagination control shows '1 - 1 of 1'.

The first module will begin to download. The instructions are within the module. The e-Learning modules can be stopped and started and resumed at any time. Saba will remember where you stopped watching. If interrupted you can pause or exit and start again later.

## Restarting E-Learning Modules

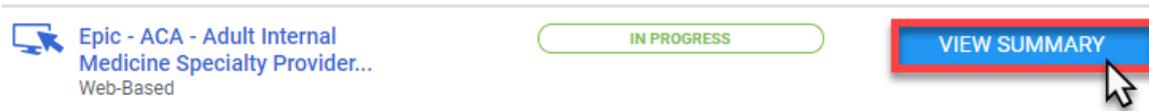
Cut and paste <https://learnatwork.wustl.edu> into your Chrome browser.

Select "Login to Learn@work". Enter your WUSTL Key. Click the "Epic" button". Select the me box. Your curriculum should appear at the bottom.



You will see that the one you left off says "In progress" in green. Click "View Summary"

E-Learning or Test Out \* | Complete 2 of 2



When you click "View Summary," Saba will load a list of the E-Learning modules assigned to you. This may take a moment. Once the list loads, each module title will have a "Launch" button on the right side of the screen that you can select. When selected, the "Launch" button will load and play the E-Learning. Continue until are checked with "Complete"

EPIC - ACA - ADULT INTERNAL MEDICINE SPECIALTY PROVIDER - AMBULATORY AND INPATIENT - 4467 - PREREQUISITE E-LEARNING... X

NAME	STATUS	ACTION
MD100 Overview of Hyperspace completed on: 04-JAN-2018	✔ Completed successfully	REVIEW
CLN055 Overview of Writing Notes	○ Not evaluated	LAUNCH
MD102 Patient Engagement	○ Not evaluated	LAUNCH
MD105B Introduction to Patient History	○ Not evaluated	LAUNCH
MD105C Problem Oriented Charting	○ Not evaluated	LAUNCH
MD109 Introduction to Communication Workflows	○ Not evaluated	LAUNCH
MDAMB107 Ordering in an Outpatient Context	○ Not evaluated	LAUNCH

Scroll to see additional required modules

If you have any problems throughout this process, please contact the Epic1 Training team at 314-273-4000 or epicprogramtraining@bjc.org