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:
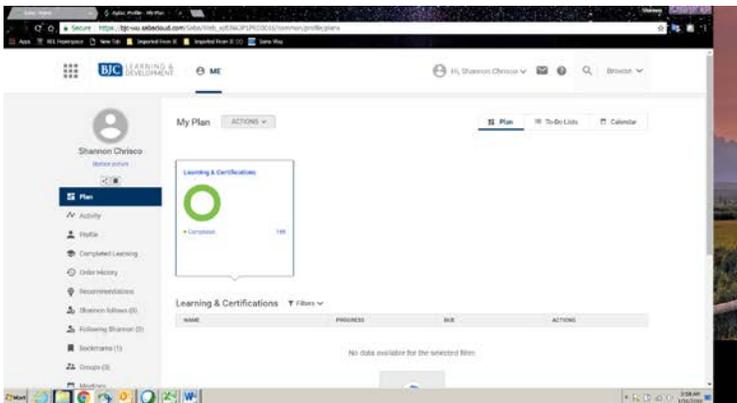

- Using a Google Chrome web browser, and cut and paste https://learnatwork.wustl.edu/
- Click on "Log in to Learn@Work"
- Enter your WUSTL Key username and password to log in

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.
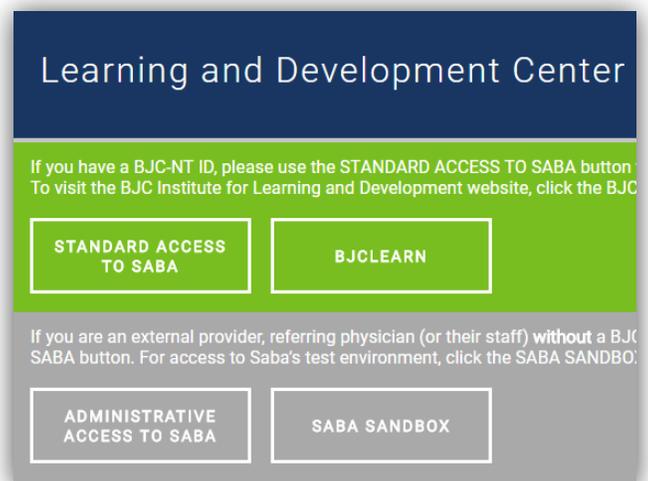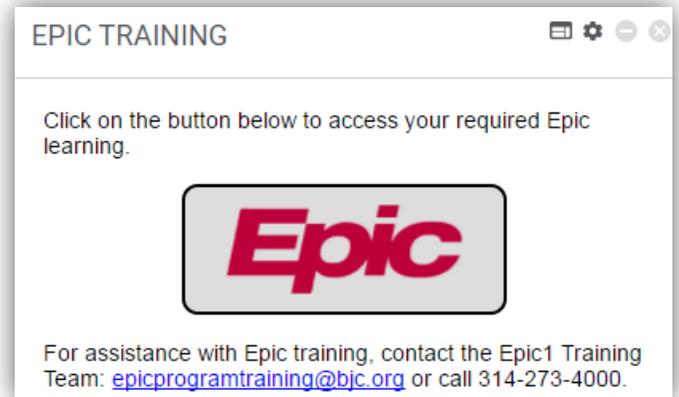
You should see this at the top left of your correct screen. Click on the cube, and then click on "Me"
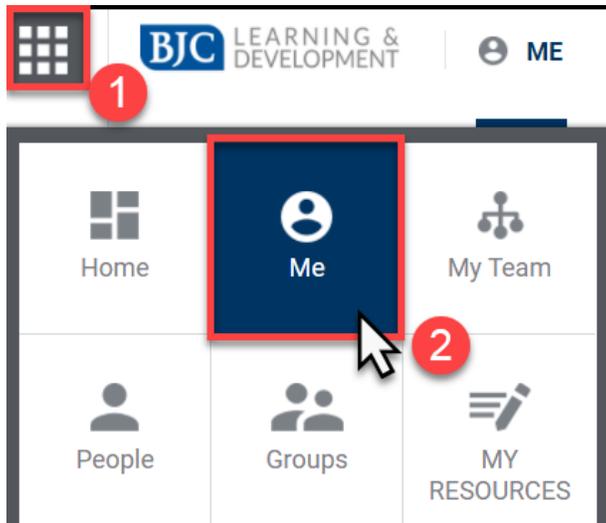
Your Me page says "My Plan" at the top and displays the blue hyperlink that is the title of your Epic curriculum. Your Epic curriculum will have an icon that looks like a stack of books, begin with the word "Epic," and say "Curriculum" underneath it. Click on the blue hyperlink title. **DO NOT CLICK ON REGISTER. If you hit it by accident, select cancel and go back a page and try again.**
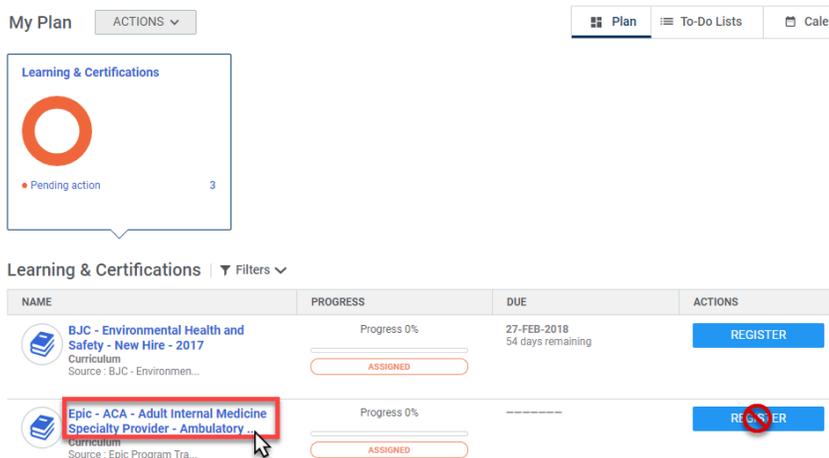
Once you click on this, make sure you are under the section "E-Learning or Test Out". If you have experience with Epic at another organization, you might want to try to test out of the prerequisite E-Learning modules. To test out, start on your Epic curriculum page as shown below. Find the first section called "E-Learning or Test Out". Next, select the option labeled "Test Out" and click the "View Classes" button on the right side.
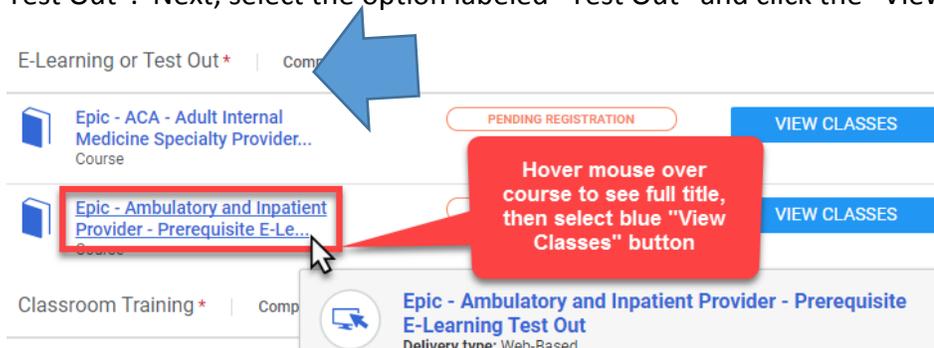
When you click "View Classes" and the pop-up window appears, there will only be one "class" to select. Click the blue "Enroll" button.

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.

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

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.
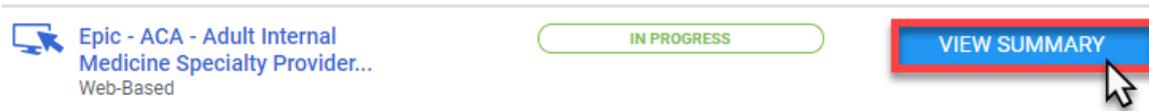
Restarting E-Learning Modules

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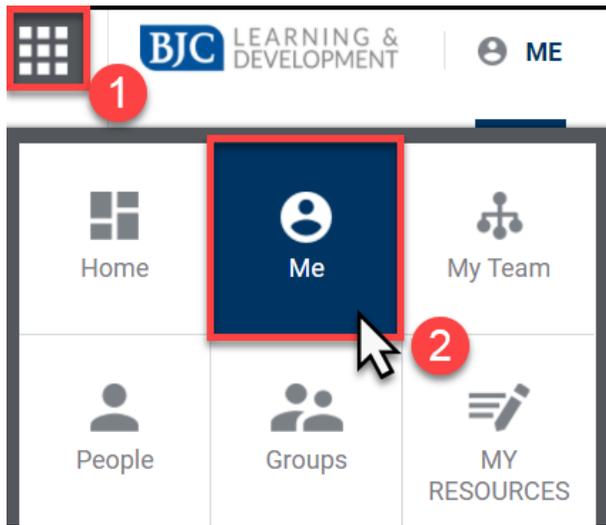
You will see that the one you left off says "In progress" in green. Click "View Summary"

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"

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