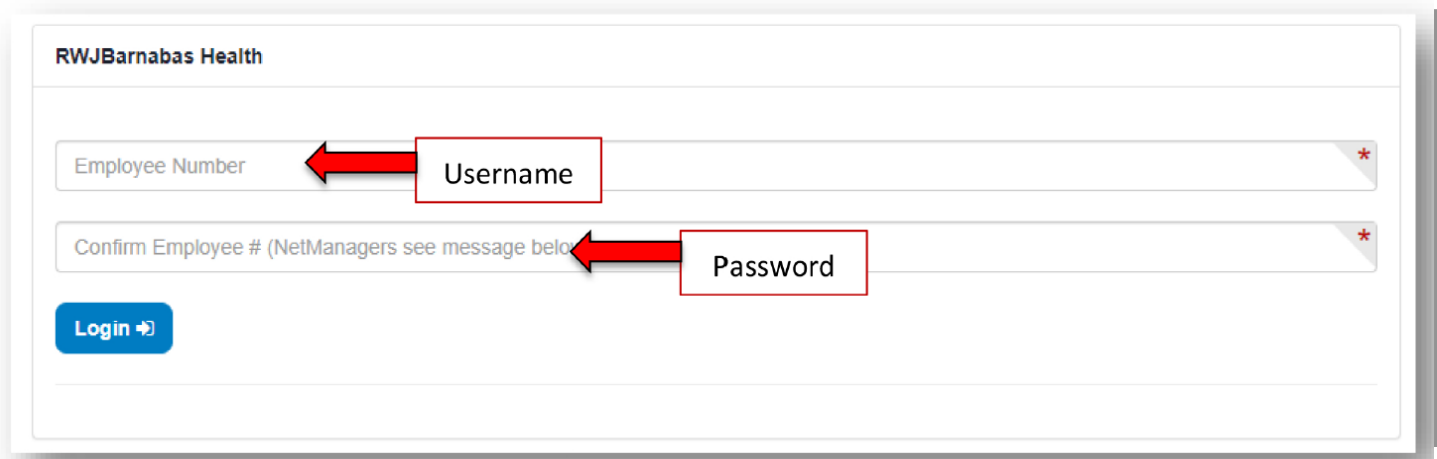


# How to Complete Registration in Epic Training (powered by Symplr Learning)

In order to gain access to the live Epic environment all staff must attend the Epic Training Class/Classes appropriate for their role. Prior to class you will need to watch pre-requisite elearnings. This tip sheet will walk you through the steps of how to successfully register for your classes and watch the eLearning curriculum assigned to you in NetLearning.

## Logging In

Log in to <https://lms.healthcaresource.com/mynetlearning/Login.aspx?MODE=LOGOUT&ID=1050>



RWJBarnabas Health

Employee Number Username \*

Confirm Employee # (NetManagers see message below) Password \*

Login →

### Current Epic Training Account users:

- a. Use your existing USER ID and Password information. No log in information has been changed.

### If you are a new learner and this is the first time you are logging in:

- Username is a 6 digit Employee ID # = mirror as you password
- Username is NOT the 6 digit ID = mirror you username IN ALL CAPS

\*\*If your information is not working or you do not know your login information, please contact:

#### The Enterprise Service Desk:

Providers: **855-453-1948**

Clinical Care Teams and Ambulatory Staff: **855-453-1950**

2. Click **LOGIN**



## To Do List: WBT, VILT, EUPA, or Lab?

3. The **To-Do List** will show the class/classes (VILTs), eLearnings (WBTs), tests (EUPAs), etc. that the EHR Education team assigned. If you feel any assignment is incorrect or missing:  
RWJBH-EpicTraining@rwjbh.org
- VILT\*** = Virtual Instructor Led Training. These courses contain either VILT or a sequential value (Part 1, Part 2, etc.) at the end of the title.
  - EUPA** = End User Proficiency Assessment. These assessments contain EUPA at the end of their title. *These exams **cannot** be taken until you have completed the necessary prerequisites.*
  - Lab** = Log in Lab / User Settings Lab / etc. Log in Labs and User Settings Lab will *not* be on your To Do List. Only track specific Labs will be on a user's To Do List.
  - WBT** = Web Based Training. These eLearnings allow you to "Launch" their course at any time to complete.

\*VILTs require classroom registration.

After registering for class you will see the class name appear at the top of your **To Do List**:

The screenshot displays the user interface for Andrew Deluise, an Application Analyst at EMR Project Capital at RWJBarnabas Health. The top navigation bar shows 'Recertifications 0', 'Learning Opportunities 708', and 'Overdue Learning Tasks 0'. The main content area is titled 'To Do List' and includes a search bar and a 'Due Date Ascending' filter. The list of learning activities includes:

- Inpatient IV Nurse 100** (Enrolled): Credits: None, Time: 08/21/20 / 8:00 AM - 08/21/20 / 12:00 PM, Location: CAMPUS DRIVE - SOMERSET, Campus Drive Training Room, Curriculum: No Assigned Curriculum. A red box highlights the 'Drop Class' button with a red arrow and the text: "You now have the option to 'Drop Class' if need be."
- Document Patient Education** (Enrolled): Due Date: 10/01/21, Location: Online, Curriculum: Inpatient Nurse - IV. Enrolled: 08/03/20 (via Curriculum). Credits: None. Includes a 'Launch' button.
- Documenting in Flowsheets** (Enrolled): Due Date: 10/01/21, Location: Online, Curriculum: Inpatient Nurse - IV. Enrolled: 08/03/20 (via Curriculum). Credits: None. Includes a 'Launch' button.

Filters on the left include Learning Activity Types (All: 17, eLearning: 13, Classes: 4, Instructing: 0) and Curriculum (All: 17, Inpatient Nurse - IV: 16, None: 1).

4. Pre-requisite WBTs will appear on your **To-Do List** as “eLearnings”

## Filters

In order to get a more focused view into your Epic Classes and/or eLearnings, use the filters located on the left hand side...

- Be sure to **uncheck the ALL box under the “Learning Activity Types” tab** and then click on the box of whichever category you are interested in viewing at that time (i.e. classes, eLearnings)
- If you are enrolled in more than one curriculum, **uncheck the ALL box under the “Curriculum” tab** on the left hand side and recheck the course you are most interested in viewing
  - Below you can see that this individual is enrolled in the “Inpatient Nurse – IV” curriculum

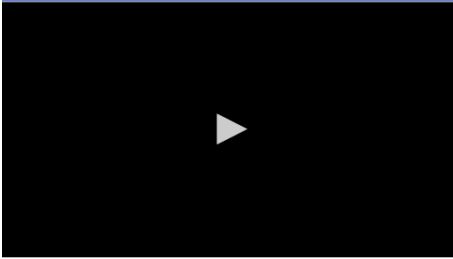
See below for further examples:

Use these to sort:  
*eLearning* = WBT  
  
*Classes* = VILT & EUPAS

eLearnings/WBTs have “Launch”.  
VILTs and Labs have “Select Class”.

## Watch Assigned eLearnings/WBTs

1. Click **Launch**.
2. An eLearning will take you to a video or WBT.
  - a. This is what a video training will launch as. Simply click play. To take the assessment at the conclusion, click **Take Test** in the top right corner of the screen.



- b. For WBTs, a new window will appear that will walk you through the video. Note that these eLearnings are interactive. At the conclusion of each module there is a required assessment. When you click **Exit Lesson** at the conclusion, you have completed the lesson and assessment.
3. Repeat these same steps to complete all eLearnings/WBTs. Any completed training can be accessed via **Completed List** for review.
4. If you have optional WBTs on your catalogue, you may access them via **Learning Opportunities**. You can search by *title*, click the course title, and click **Enroll**. This will place them on your **To Do List**.

## The Catalogs

The catalog includes the order in which courses should be completed in a track/curriculum

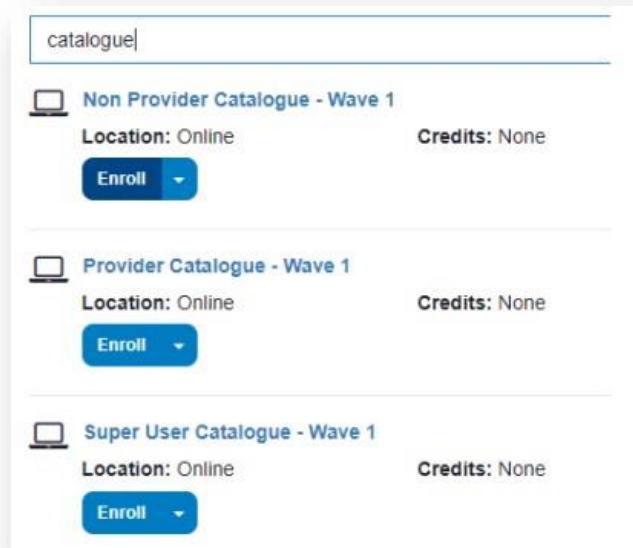
There are **3 different catalogs**:

- A. Non-Provider
- B. Provider
- C. SU (Super User)

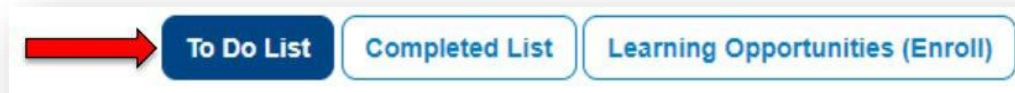
1. Log into your NetLearning Account, and click on Learning Opportunities



2. In the Search bar, type in **Catalogue**



3. CLICK [Enroll](#) for the catalog(s) you wish to access
4. CLICK [To Do List](#) to go back to your assigned courses



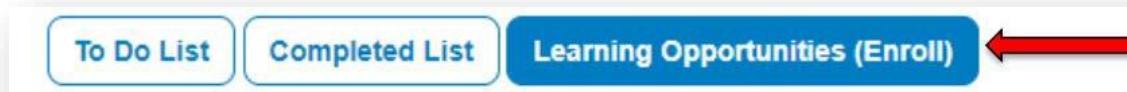
5. Locate the catalogue on your [To Do List](#)
6. CLICK [Launch](#).  
(From here, you can locate the track you wish to see the order in which the courses should be completed)

## Registration Walkthrough Video

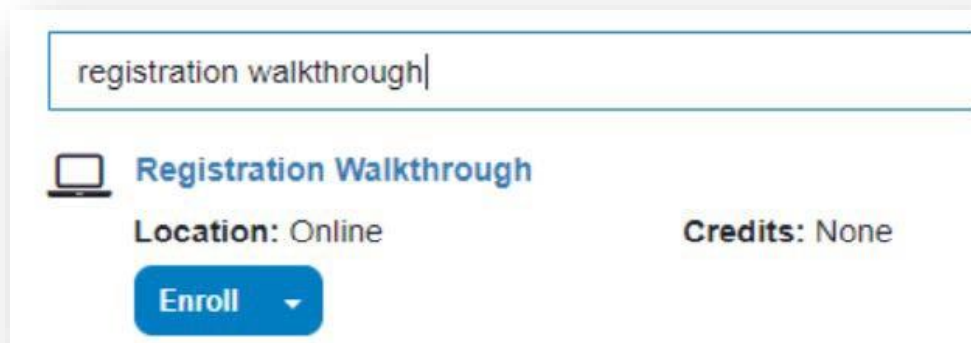
The Registration Walkthrough Video shows how to register in real time.

Please make sure you are NOT connected to the VPN while watching, as it will not play.

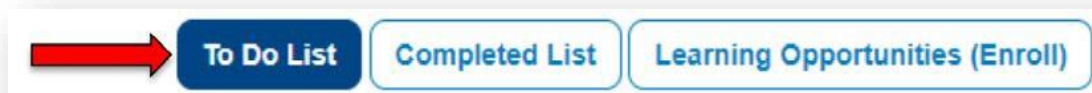
1. Log into your NetLearning Account, and click on **Learning Opportunities**



2. In the Search bar, type in **Registration Walkthrough**



3. CLICK **Enroll**
4. Click **To Do List** to go back to your assigned courses



5. Locate Registration Walkthrough on your **To Do List**
6. CLICK **Launch**. Remember not to be on VPN, or else the video will be blocked.

