

# **Epic Training Process**

*For Student Nurses*

## Introduction

**H**ello and welcome to Legacy Health Systems Epic Training Center. Epic's Electronic Health Record (EHR) system is a collection of applications or modules that cover everything from pre-admission and patient access to follow-up patient care and billing. With the new Legacy EHR, powered by Epic, healthcare providers will be able to enter one login and password to access nearly all of their patients' medical information.

In order to better support your students, we have developed this process that allows us to track student's training progress create seamless access for their rotations.

## Overview

1. Two (2) weeks prior to clinical rotations, the schools will receive the usernames and passwords for nursing students to access E+ to complete their Epic trainings. The Epic training must be completed prior to starting clinical rotations.
2. The E+ training is titled **EPIC.PRE.INP.Nursing Student** and will take 3-4 hours to complete. The learner must have 'good' headphones (i.e. use personal ear buds from I-Pods) to be able to listen to the training content.

## Changing your network password for first time use

Before logging into E+, you will be required to change your password.

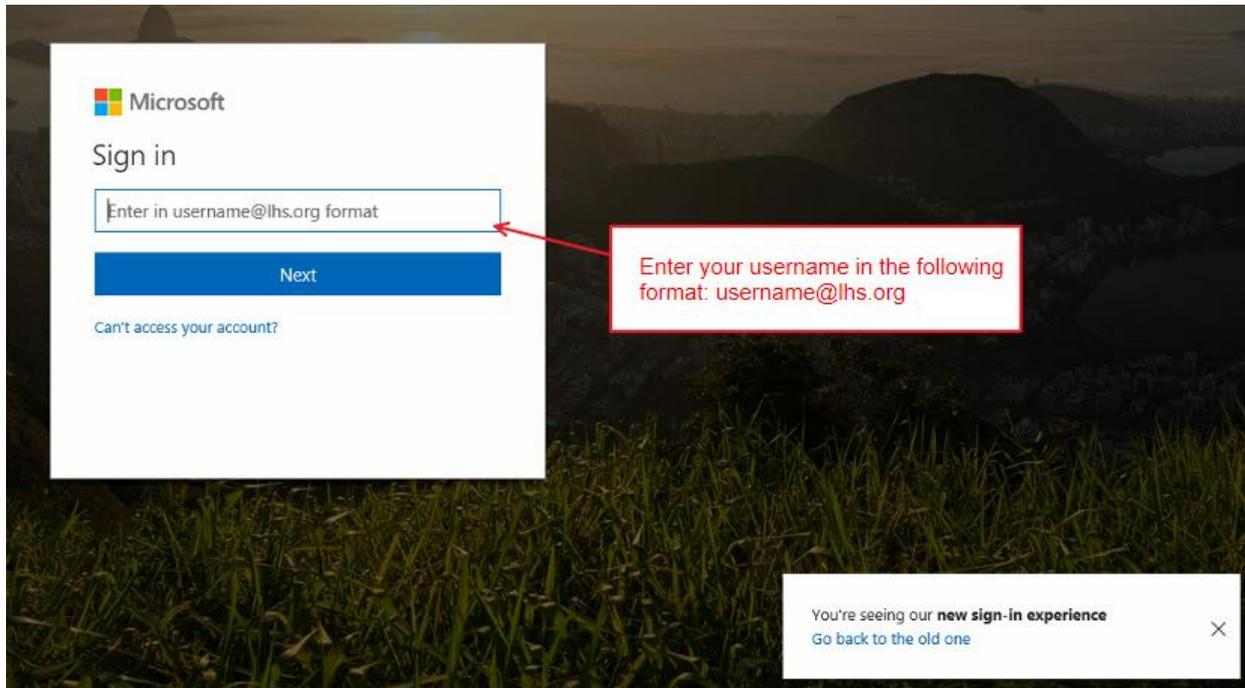
1. From any computer with internet access, open a browser window. We recommend Internet Explorer, but any modern browser should work.
2. Type in the address (URL) <https://mypassword.lhs.org>.
3. Review the conditions of use presented on the page and check the “I accept the Terms & Conditions” box.
4. Enter your Legacy login in all lowercase letters.
5. Enter the temporary password provided. (Note, the password field is case sensitive.)
6. You will be prompted to set a new password. Your new password must:
  - Have a minimum of eight (8) characters
  - Contain at least 3 of the following 4 items:
    - At least one lower-case letter (a-z)
    - At least one upper-case letter (A-Z)
    - At least one number (0-9)
    - At least one special character (punctuation or symbols)
7. When finished, click the **Change Password** button to accept the change.

## Accessing E+

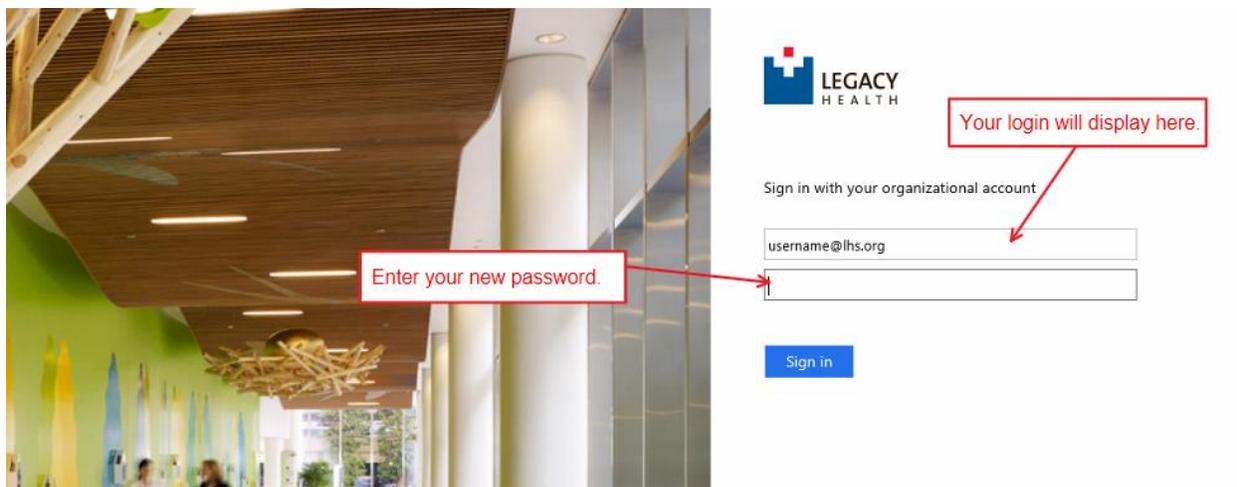
The Legacy E+ Learning Management system is a web-based application. Only the Safari browser on Mac or Internet Explorer 7 (or higher) can be used. E+ may not display properly in a Mozilla browser like Firefox.

Legacy E+ can be accessed by going to <http://eplus.lhs.org>

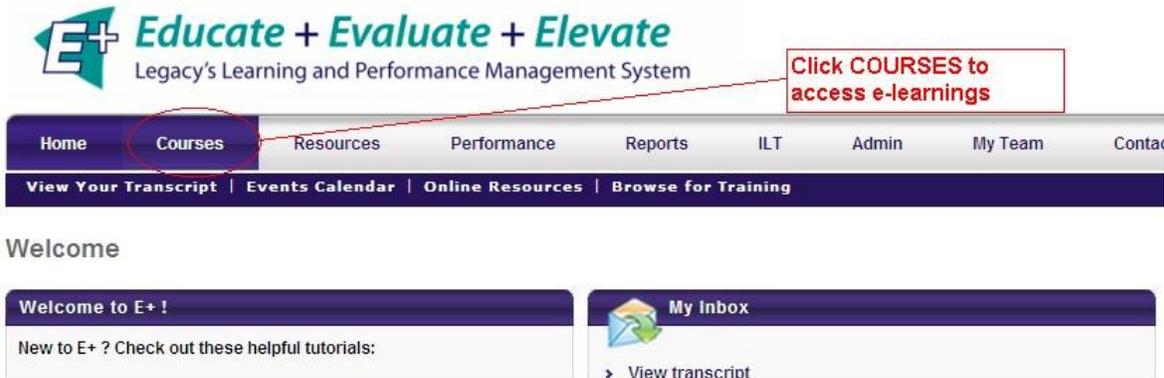
To sign in, follow the instructions below:



After entering your username, you will be re-directed to a login screen, as shown.



Once in E+, click the **Courses** tab at top of page to access the list of assigned courses.



**E+ Educate + Evaluate + Elevate**  
Legacy's Learning and Performance Management System

Home **Courses** Resources Performance Reports ILT Admin My Team Contact

View Your Transcript | Events Calendar | Online Resources | Browse for Training

Welcome

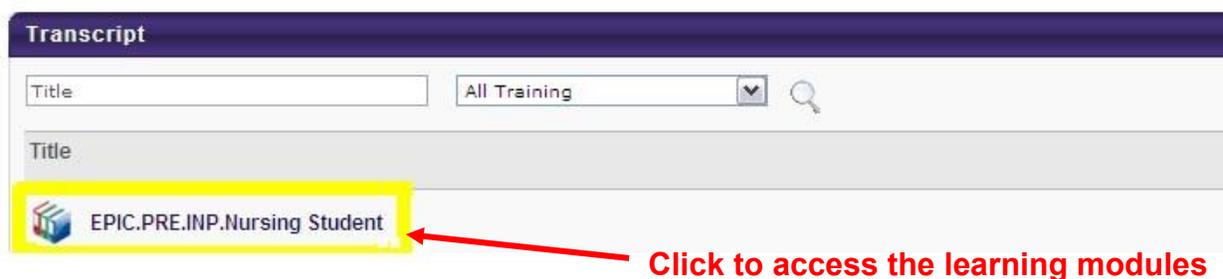
Welcome to E+ !  
New to E+ ? Check out these helpful tutorials:

My Inbox  
View transcript

Each student should have **EPIC.PRE.INP.Nursing Student** curriculum assigned. If the curriculum is not assigned, please contact the Epic Training Center at 503.415.4820.



Click the curriculum  to access the individual learning modules.



Transcript

Title  All Training

Title

 EPIC.PRE.INP.Nursing Student

Click to access the learning modules

