Quick Reference Guide
Accessing e-learning modules

Epic | *Advancing patient care through information*

Epic's library of e-learning modules offers the most current information, instruction, and quick tips on using the Epic platform. The following steps will enable you to access the Epic WebUser site and e-learning modules.

Requesting an Account

Before accessing Epic e-learning modules you will need an Epic UserWeb account.

1. Open Internet Explorer
2. Type the following information in the Internet Explorer address bar https://userweb.epic.com/ and then press Enter
3. Click Request an Account to begin the process

4. Fill out the Epic UserWeb Register information and click Submit when complete

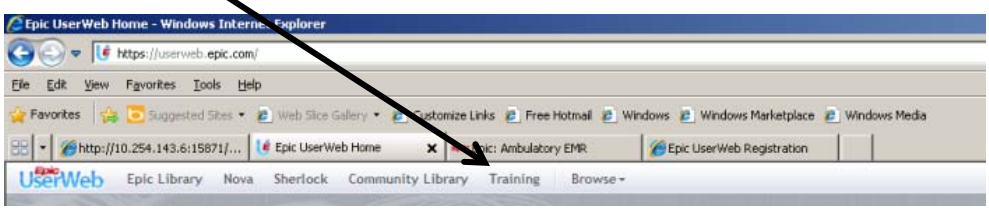
Not a CHI, VMFH or FMG employee? Use your hospital-based employer's e-mail address

5. In approximately one-two days you will receive an Epic UserWeb Account Request e-mail. Open the e-mail and follow the directions.
   a. Click on the link: https://userweb.epic.com/all/register/verifyme.aspx
   b. Enter the username and password included in this e-mail
   c. Click Verify

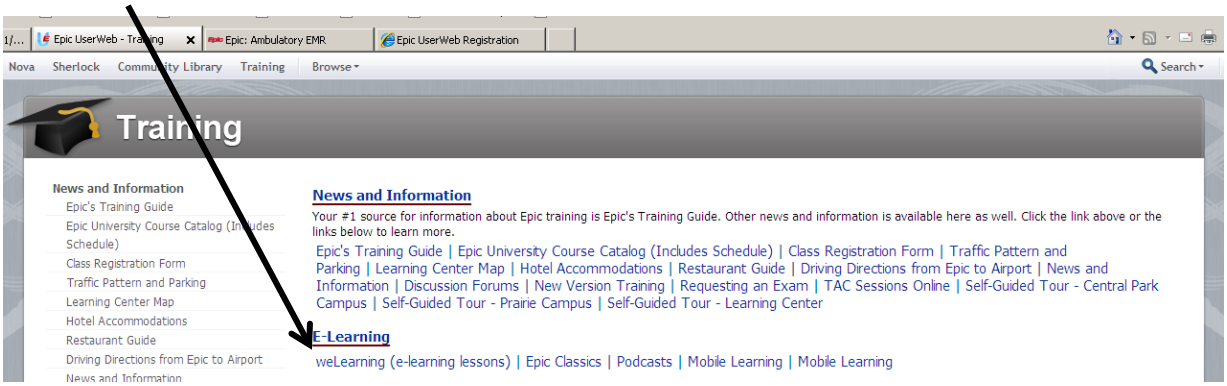
Haven't received an e-mail from Epic? Check your Outlook Spam e-mail!

Accessing E-learning

1. Click Training from the Epic UserWeb navigation bar



2. Click weLearning (e-learning lessons)



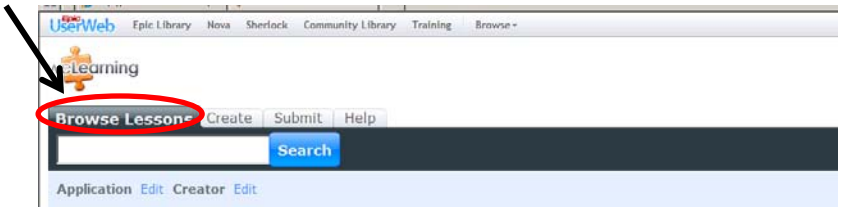
What modules should I watch?

We recommend watching the following videos in the following order first

- Overview of Hyperspace for Clinical Applications [**GEN005**]
- Office Visit Demonstration [**AMB001**]
- Basic Office Visit Workflow for Physician [**AMB017A**]
- Viewing a Patient's Care Everywhere Information [**CE002**]
- Overview Of MyChart Patient Portal [**MYC001**]

The videos cover accessing the system, an overview of an office visit, a basic office visit workflow, viewing a patient's record from another organization, and how a patient uses MyChart.

1. Type in the name of the module under Browse Lessons and Click Search

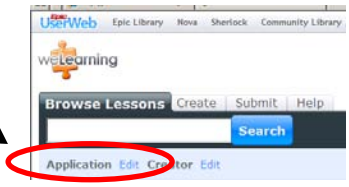


2. Click Watch Now to watch the video

I want to see more, what other videos should I watch?

We recommend watching videos that are related to Epic Modules.

1. To search for videos specific to each module Click Application Edit



2. Choose the appropriate Module(s) and then click apply to display the associated e-learning modules