


CLN STUDENT NURSE – EPIC CBT, NCH ONSITE INSTRUCTIONS



All users are required to complete NCH Epic **Computer Based Training (CBT)** and successfully pass an **End User Proficiency Assessment (EUPA)** before their Epic account is activated.

To complete the NCH Epic training and EUPA Quiz, you will need to:


- A. Use an NCH computer (onsite) with a **Chrome** web-browser , and
- B. Click the hyperlink below (step #2) to complete the CBT.

TO BEGIN AND COMPLETE EPIC TRAINING

1. Use an available NCH computer to start your CBT. Computers are marked to observe social distancing. **Please use a disinfectant wipe available in the classroom to wipe your workstation space BEFORE sitting.**
2. **START** your assigned Epic **CLN Student Nurse CBT course** in the NCH Epic classroom.

To open the Epic Student Nurse CBT, click the hyperlink: <https://bit.ly/3iy27aW>

IMPORTANT – If the CBT opens in the Internet Explorer web-browser, **STOP:**

- A. Close Internet Explorer – **the EUPA (step #3 below) will not open in Internet Explorer.**
- B. Open the **Chrome** web browser .
- C. Copy the hyperlink web-address (in blue) above, paste in **Chrome**, and press **ENTER** to launch the CBT.

3. COMPLETE THE CBT and EUPA/QUIZ WITH A PASSING SCORE

After completing the CBT course, you will need to take and PASS your Epic EUPA (quiz) with a score of 80% or higher.

- D. Complete and exit the CBT course.
An EUPA/QUIZ window will prompt you to enter your first and last name.
- E. Answer each EUPA question until you have to **Submit** your quiz.
- F. Your score appears immediately. If your score is lower than 80%, you must retake the EUPA.
NOTE: Only EUPAs with a passing score of 80% or higher –will have Epic account activated.
- G. An Epic Trainer will confirm your score and activate your NCH Epic account **within one (1) business day** (not immediately). EUPAs completed after 5:00pm on Friday will have the NCH Epic account activated on Monday.

EXTRA – ONLY if you already received your NCH Username, you can set/change your NCH password:

At an NCH computer, open a web browser to the **NCH EMPLOYEE INTRANET** and click **Password Portal** on the right-side, then follow the instructions on the page that opens, especially the password requirements.

