

CLN STUDENT NURSE – EPIC CBT ONLINE, TRAINING INSTRUCTIONS

INSTRUCTIONS FOR STUDENT NURSES

All users are required to complete NCH Epic training and successfully pass an **End User Proficiency Assessment (EUPA)** before their Epic account is activated. Identified non-NCH staff may take a **Computer Based Training (CBT)** online when an NCH Epic application has made training available in lieu of attending instructor-led classroom training. Use these instructions to complete your CBT and quiz.

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

- I. Use an NCH computer (onsite) with a **Chrome** web-browser, and
- II. Have this instruction sheet (printed or electronically) to use the hyperlink in step #3.

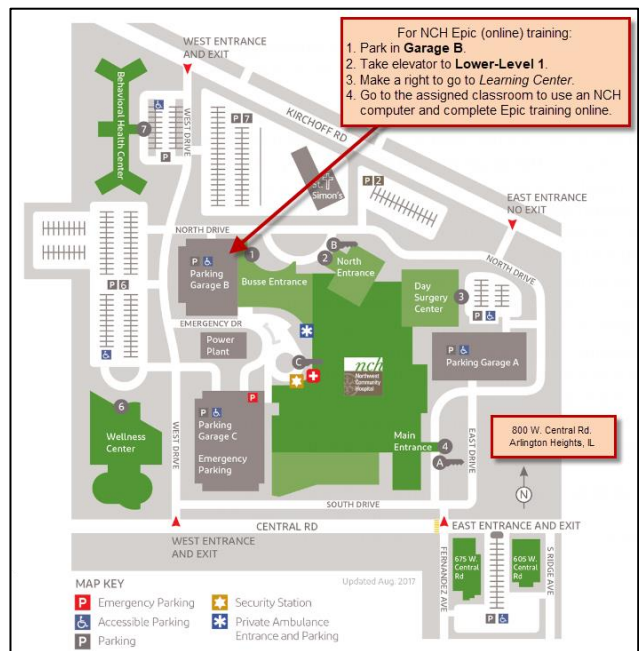
Please follow the steps below to complete Epic training.

1. NCH will reserve an NCH classroom for a specific date and time when students can take the Epic CBT and EUPA onsite.

2. ARRIVING AT NCH (on assigned date/time).

- A. Arrive at NCH and park in **Garage B**.
- B. Take elevator to **Lower-Level 1**, make a right to go through double-doors and enter *The Learning Center*.
- C. Follow the zig-zag hallway until reaching the assigned classroom (**Mini Lab** is before IT-2 and IT-3. IT-1 is farthest).
- D. In the **assigned classroom**, use an NCH computer with **Chrome** to complete Epic training (steps #3 and #4 below).

***** Please use a disinfectant wipe available in the classroom to wipe your workstation space BEFORE sitting *****



COMPLETE EPIC TRAINING

3. **START** your assigned Epic **CLN Student Nurse CBT course** in the assigned NCH classroom. **You must use the Chrome browser.** Use an available NCH computer to start your CBT using the electronic or printed instructions.

- A. Use electronic instructions: Open the **Chrome** web browser . Access these instructions online (from the [NCH Orientation for Nursing Students](#) website), copy the hyperlink web-address (in blue) below, paste in **Chrome**, press **ENTER** to launch the CBT.

To open your assigned Epic CBT, copy the hyperlink, then paste in Chrome: <https://bit.ly/3iy27aW>

- B. Use printed instructions: Open the **Chrome** web browser . Type the above hyperlink web-address (in blue) with lower-case and upper-case in **Chrome**, then press **ENTER** on keyboard to launch the CBT course. *The hyperlink is case-sensitive.*

4. PASS your Epic EUPA (quiz) with a score of 80% or higher.

- A. After completing and exiting the CBT course, when prompted on the EUPA/QUIZ window, enter your first and last name.
- B. Answer each question until you have to **Submit** your quiz.
- C. Your score appears immediately. If your score is lower than 80%, you may retake the EUPA.

NOTE: Only EUPAs with a passing score of 80% or higher are logged, to then have the Epic account activated.

5. AFTER TRAINING IS COMPLETE WITH A PASSING SCORE: An Epic Trainer will activate your Epic account **within one (1) business day** (not immediately). EUPAs done after 5:00pm Friday = Epic acct activated by Monday.

6. 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.

Quick Links

- 2FA
- Citrix / Epic
- Email

- MSUS Online
- Password Portal** 6
- Room Reservations