Follow the steps below to add a student to an Epic course:

1. Log in to HealthStream using your standard user ID and Password

2. Go to the ‘Education’ tab and click on ‘Manage Classes’.
3. Enter the following information in the ‘Classroom Information’ form:
   a. Class Name: identified in the Epic Training Course Catalog
   b. Course Name: Epic
   c. Uncheck ‘Select All’ above the ‘Class Affiliation’ section
   d. To see classes for a specific date, enter a ‘Date Range’ in the ‘Session Date Range’ fields. To see ALL offerings of a class, leave the Session Date Range field empty.

4. Click ‘Search’.

5. Locate the desired ‘date/time’ and click ‘Register’ next to the session listing to begin the registration process.
HealthStream Epic Training Registration

6. In the ‘Register Students’ window, you can search by individual employee, or expand the search options by clicking ‘Advanced Search’. This allows you to search by job title, job code, department number, in addition to employee name, or ID. After choosing the desired search criteria, click ‘Search’.

In the ‘User ID’ box you can add multiple employee IDs (one per line) to register multiple employees at the same time.

![Advanced Search](image)

7. You may choose one or more students to register in a single class at the same time.

![Register Students](image)

8. After selecting the students, click ‘Continue’.

![Register Students](image)
HealthStream Epic Training Registration

9. Confirm the information and click ‘Register’ to complete the process.

10. A green bar appears when you have successfully completed the process.
11. If a student is already registered in another class on the same date/time, a note appears in the ‘Registered’ field.

12. To change the date/time, click the box next to the student’s name and click ‘Register’.

Follow the steps below to review courses for which a student is registered:
1. Log in to HealthStream using your standard user ID and Password.
2. Click ‘Manage Students’.
3. Search by entering the student’s name or ID or click ‘Advanced Search’ to enable searching by other criteria such as job title, job code, department, etc.
4. After selecting the student, click on the ‘My Learning’ link to see the courses and due date for which the student has been registered.