

HealthStream Epic Training Registration

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

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

Main Line Health®

Sign In

User ID

Password

[Login](#)

[Password reminder](#) [Forgot your password?](#)

Login Instructions

Two ways to log in:

1. **Log in from this page:** Your user ID is your employee number found on your paystub in PeopleSoft. If you are not an employee, ask your manager for your ID. If you are medical staff with privileges, contact the Medical Affairs Dept for your ID. Your password is unique and not linked to your network password.
2. **Log into PeopleSoft Self Service:** use your MLH Network ID (which is made up of 6 letters) and Password > Click on the link titled HealthStream Login in the left hand navigation area. This link will take you directly to HealthStream without the need to enter any other information.

All other log on questions:

Please call MLH Help Desk 484-596-4357

CBT Scheduled Downtimes (Monthly)

Every 1st Friday of the Month 9pm - 5am EST

2. Go to the 'Education' tab and click on 'Manage Classes'.

People ~~Courses~~ **Education** Reports Tools Services My Profile

Assignment Management
[Manage Group Assignments](#)

Class Management
[Add a Class](#)
[Manage Classes](#)

[View Calendar](#)

HealthStream Epic Training Registration

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'.

The screenshot shows the 'Class Scheduling Search for Classes' form. The 'Classroom Information' section contains the following fields and options:

- Class Name:** TEST EPIC 2017
- Course Identifier:** (empty)
- Course Name:** Epic
- Class Affiliation:** A dropdown menu with 'Main Line Health - Enterprise Level' selected. A 'Select All' checkbox is located above the dropdown.
- Session Date Range:** From: 10/1/2017 Through: 10/2/2017
- Instructor First Name:** (empty)
- Instructor Last Name:** (empty)
- Building Name:** (empty)
- Class Type:** Classroom (selected)
- Grading Status (Search Visibility):** Grading Not Complete (Visible) (selected), Grading Complete (Hidden), All Classes
- Additional Options:** Show Only Active Course Versions (unchecked)

Annotations in red boxes and arrows:

- A box labeled 'Uncheck' points to the 'Select All' checkbox.
- A box labeled 'Search' points to the 'Search' button at the bottom left.

5. Locate the desired 'date/time' and click 'Register' next to the session listing to begin the registration process.

The screenshot shows the search results page for 'TEST EPIC 2017'. The results are displayed in a table with the following information:

- Results per page:** 25
- 1 Record(s)**
- TEST EPIC 2017**
- From:** 10/1/2017 6:15 AM **To:** 10/2/2017 2:00 PM ET **2 sessions**
- Course Name - ID:** EPIC 2017 TEST (ver. 3)
- Current Registration/Class Size:** 1/30
- Building (Room):**
- Instructors:**

A red arrow points to the 'Register' button in the top right corner of the results table. Other buttons visible are 'Manage Registrations', 'Grade', and 'Copy'.

HealthStream Epic Training Registration

- 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.

Class Scheduling
Register Students

Advanced Search

Last: First: Middle:

User ID(s):

Status:
 Active Inactive Both Active and Inactive

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

Class Scheduling
Register Students

Search Student Groups New Search Previous Search

Results per page: 100 << Previous 1 2 3 4 5 6 7 8 9 10 Next >> 3783 Record(s)

| Select | Name | Status | User ID | Job Category | Affiliation |
|-------------------------------------|------|--------|---------|--------------|---|
| <input checked="" type="checkbox"/> | | Active | | RN | 15000 - Main Line Health Care (G078581000 - |
| <input checked="" type="checkbox"/> | | Active | | RN | 13000 - Bryn Mawr Rehab Hospital (R01045 - BMRH Nursing Birch Unit) |
| <input checked="" type="checkbox"/> | | Active | | RN | 10000 - Bryn Mawr Hospital (B02032 - Cardiac Cath Lab) |
| <input checked="" type="checkbox"/> | | Active | | RN | 12000 - Paoli Hospital (P01013 - Cardiac Thoracic ICU) |

- After selecting the students, click 'Continue'.

People Courses Education Reports Tools Services My Profile

Class Scheduling
Register Students

New Search Previous Search

Results per page: 100 1 Record(s)

| Select | Name | Status | User ID | Job Category | Affiliation |
|-------------------------------------|------|--------|---------|--------------------------------|---|
| <input checked="" type="checkbox"/> | | Active | | Office/Clerical/Administration | 14100 - Main Line Services (Y04110 - Human Resources) |

Continue Check All Current Search Results Clear All Selected Results

HealthStream Epic Training Registration

9. Confirm the information and click 'Register' to complete the process.

Class Scheduling [Edit Class](#) [Roster](#) [Manage Registrations](#) [Return](#)

Register Students

Course Name: EPIC 2017 TEST
Course Version: 3 Owner: Main Line Health - Enterprise Level

TEST EPIC 2017

| | | | | |
|--------------------|----------------------|--------------------------|--------------------------|--------------------|
| Start Date: | 10/1/2017 6:15 AM ET | Registered: | 1 students in this class | 1 record(s) |
| End Date: | 10/2/2017 2:00 PM | Available Seats: | 29 | 1 selected |
| Sessions: | 2 sessions | Waitlist Option?: | No | |

Students with a check will be registered for this class and will be dropped from any other registered class.

| Register? Name | User ID | Registered | Class Information - Date, Name & Class Affiliation | Status |
|-------------------------------------|---------|----------------------------|--|--------|
| <input checked="" type="checkbox"/> | | No | | Active |

Register **Select All** **New Search** **Clear All Selected**

10. A green bar appears when you have successfully completed the process.

Class Scheduling [Edit Class](#) [Roster](#) [Manage Registrations](#) [Return](#)

Register Students

Registration Successful.

Course Name: EPIC 2017 TEST
Course Version: 3 Owner: Main Line Health - Enterprise Level

TEST EPIC 2017

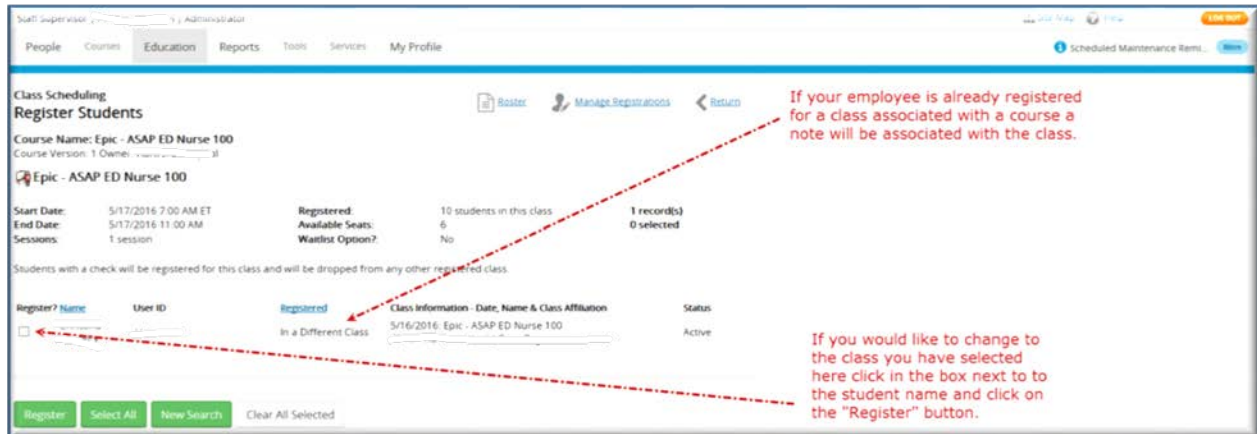
| | | | | |
|--------------------|----------------------|--------------------------|--------------------------|--------------------|
| Start Date: | 10/1/2017 6:15 AM ET | Registered: | 1 students in this class | 1 record(s) |
| End Date: | 10/2/2017 2:00 PM | Available Seats: | 29 | 0 selected |
| Sessions: | 2 sessions | Waitlist Option?: | No | |

Students with a check will be registered for this class and will be dropped from any other registered class.

| Register? Name | User ID | Registered | Class Information - Date, Name & Class Affiliation | Status |
|--------------------------------|-----------|----------------------------|--|--------|
| <input type="checkbox"/> | Monica M. | In this Class | | Active |

HealthStream Epic Training Registration

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.

HealthStream Epic Training Registration

- 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.

The screenshot displays the 'My Learning' section of the HealthStream Epic Training Registration interface. On the left, a navigation menu includes 'Student', 'Assignments', 'My Learning' (highlighted with a red box and arrow), 'My Transcript', 'Assignment Completion Rpt.', 'Student Groups', 'Licenses', and 'Personal Address & Phone'. The main content area is divided into three sections: 'Assigned Learning', 'Elective Learning', and 'Institution-Specific Assigned Learning'. The 'Assigned Learning' section is currently empty. The 'Elective Learning' section contains one entry: 'EPIC 2017 TEST', which is highlighted with a red box. The 'Institution-Specific Assigned Learning' section is also empty. Below these sections is the 'Upcoming Classes' section, which contains one entry: 'TEST.EPIC.2017', also highlighted with a red box. This entry is shown in a table with columns for 'Start Date & Time', 'Class Name', 'Session', and 'Status'.

| Name | Due Date | Status | |
|---|----------------|-------------|------------|
| Assigned Learning | | | |
| Elective Learning | | | |
| Name | Enrolled By | Status | |
| EPIC 2017 TEST | Administrator | In Progress | |
| Institution-Specific Assigned Learning | | | |
| Name | Institution | Due Date | |
| Upcoming Classes | | | |
| Start Date & Time | Class Name | Session | Status |
| 10/1/2017 6:15 AM ET | TEST.EPIC.2017 | 1 of 2 | Registered |