

August 9, 2021

Acute Care Student Nurse Placement Coordinators & Nursing Instructors,

On September 18, 2021, PSJH NorCal hospitals are transitioning a new electronic medical record called Epic. The purpose of this memo is to provide information about Epic training for acute care nursing students. The 2nd page includes the steps for students to access training.

As with MEDITECH training, acute care nursing students will access PSJH Epic training online; however, there are 2 major changes to the current process:

1. Students will use a different website than what is currently used for MEDITECH training.
 - a. The current SoCal MEDITECH site will be inactivated on Sept. 13. A redirect message will be added to the site, but the new site below should be provided to students.
2. Student will need an PJSJH network account to access the website used for Epic training.

Student Nurse Epic Training Site:

Nursing students with clinical rotations in the acute care setting can access Epic training via this link [Student Nurse Epic Training](#)

Network Access:

Epic training content must be accessed through the PJSJH network to comply with vendor copyright requirements. This means that student network accounts (UserIDs) *must be requested and provided before they can access Epic training.*

Network Access Start Date:

When requesting network access, you should *align the network access start date with the date the student needs to access their Epic training.* For instance, if a student needs to access their training a week before their first clinical rotation day, then the network access start date should be set to that earlier date.

Remote Network Access:

Students are asked to set up a Multifactor Authentication (MFA) code to access the PSJH network remotely (from a personal or school computer). A link to support this is included in the steps on page 2.

Training Completion Tracking:

Academic institutions should track completion (i.e., by attestation). Completion of Epic training is not tracked on the website. Attestation sheets are not provided.

Who to Contact with Questions:

For network access support: contact the ServiceDesk 844-922-4548. Contact your local CI team with questions about student training.

Please feel free to use the above information in further communications. Below are steps to accessing the training and a few tips for viewing eLearnings.

Thank you, PSJH Clinical Informatics Education Team

Accessing PSJH Acute Care Student Nurse Epic Training

Student Information

Access:

- You will need your PSJH network UserID and Password to access your Epic training
- You should set up a Multifactor Authentication (MFA) code since it may be requested in case it is requested. To set up MFA go to this site: <https://access.providence.org/>

Steps to Access Training

1. Click this link [Student Nurse Epic Training](#)
Use of a **Chrome** or **Edge** browser is recommended (see Technical Tips below)
2. Log in with your User Principal Name (UPN) & password
 - a. Your UPN is usually in this format *network userID@providence.org*
 - i. If that doesn't work, you can try *first name.last name@providence.org*
 - b. Enter a Multifactor Authentication (MFA) code if requested
3. Review the instructions on the Student (Nursing) training page and begin your training

Technical Tips for Viewing eLearnings

eLearnings function differently on different devices and browsers and are dependent on internet speed. Below are recommendations to support optimum user-experience.

- ✓ Use Chrome or Chromium Edge browser
- ✓ Clear browser history before starting your training
- ✓ Do not pause excessively or fast forward/skip ahead, this can cause the lesson to freeze and may interfere with your ability to complete the lesson
- ✓ Complete all quizzes and follow all prompts
- ✓ When viewing a video, wait until the slider at the bottom stops before clicking continue