

REGISTER FOR A CLASS IN EPICU

Tip Sheet

Contents

Introduction.....	1
To Access Epic University:	2
Class Types	6
Register for a Live, Virtual Class	6
Register Restrictions.....	7
Cancel Registrations	7
Attend your Training Sessions.....	8
Contact HelpDesk	9

Introduction

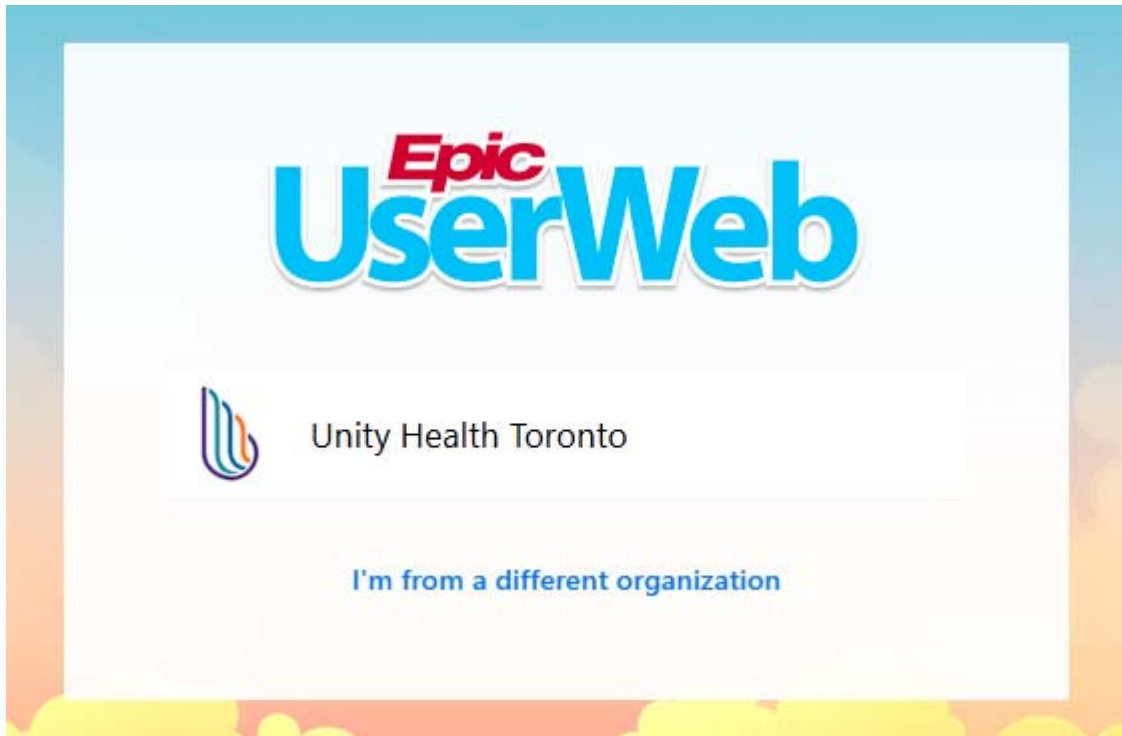
Welcome to Epic University—your training hub for Epic classes!

Classes in Epic University live within **training tracks**. Training tracks organize classes and other tasks you need to complete to receive log in access to your organization’s Epic environment. Training tracks can include e-learning, classes, exercises, assessments, and more.

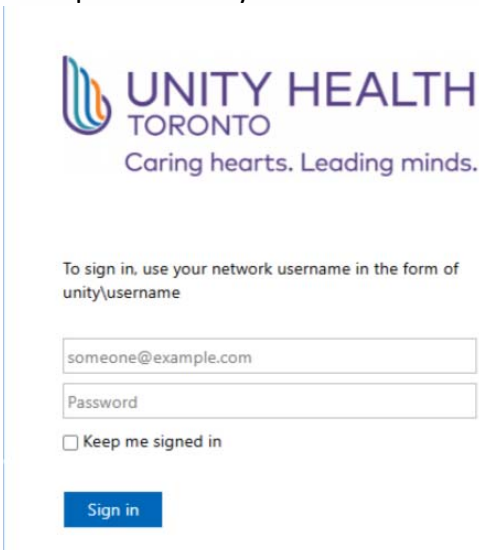
- You might be assigned **multiple tracks**.
- Your assigned track might not match your job title at your organization, but the track name should indicate the general area you work in or meet prerequisite skills you’ll need to do your work in Epic.


To Access Epic University:

1. Visit training.epic.com/eut
2. Select "Unity Health Toronto"



3. Enter your **Unity Health login information (unity\loginID and password)** to access Userweb and Epic University

The image shows the Unity Health Toronto login form. At the top is the Unity Health Toronto logo and tagline "Caring hearts. Leading minds." Below this, a message states: "To sign in, use your network username in the form of unity\username". There are two input fields: the first contains the text "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom is a blue "Sign in" button.

 **UNITY HEALTH**
TORONTO
Caring hearts. Leading minds.

To sign in, use your network username in the form of
unity\username

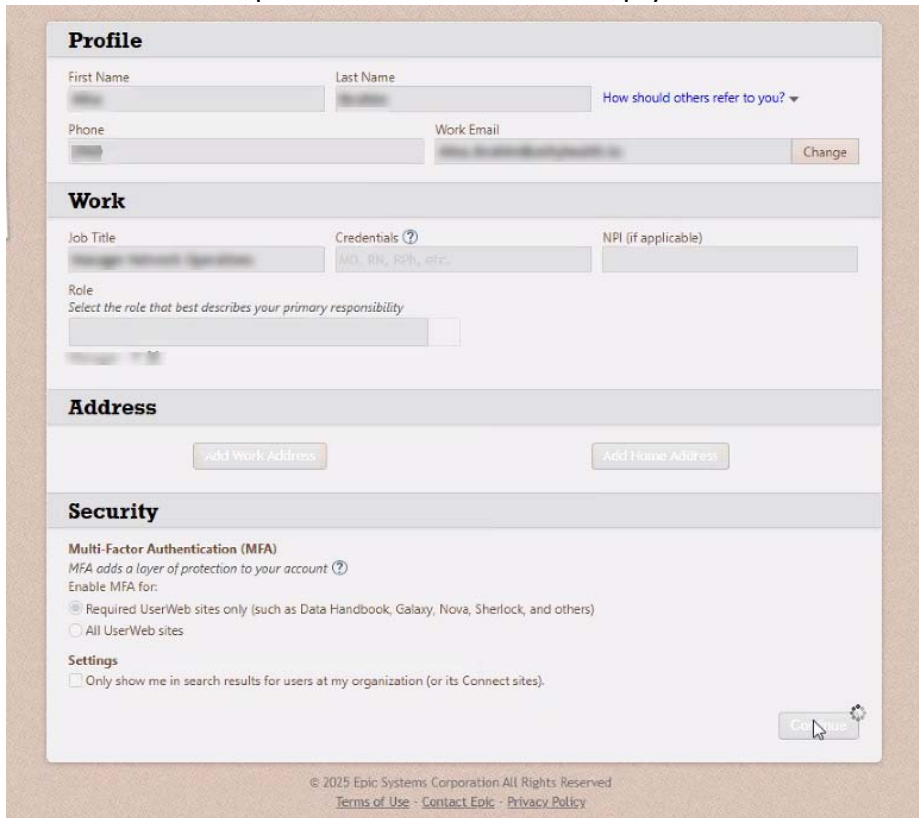
someone@example.com

Password

☐ Keep me signed in

Sign in

4. If this is your first time logging into Epic UserWeb, you'll be prompted to create a profile. Please fill in the required information in the empty fields



The screenshot shows the Epic UserWeb profile creation interface. It is divided into four main sections: Profile, Work, Address, and Security. The Profile section includes fields for First Name, Last Name, Phone, and Work Email, along with a dropdown for 'How should others refer to you?'. The Work section includes fields for Job Title, Credentials (with a help icon), NPI (if applicable), and a Role selection dropdown. The Address section has buttons to 'Add Work Address' and 'Add Home Address'. The Security section includes a 'Multi-Factor Authentication (MFA)' section with a help icon and two radio button options: 'Required UserWeb sites only (such as Data Handbook, Galaxy, Nova, Sherlock, and others)' (which is selected) and 'All UserWeb sites'. Below this is a 'Settings' section with a checkbox for 'Only show me in search results for users at my organization (or its Connect sites)'. A 'Continue' button with a circular arrow icon is at the bottom right. At the very bottom, there is a copyright notice: '© 2025 Epic Systems Corporation All Rights Reserved' and links for 'Terms of Use', 'Contact Epic', and 'Privacy Policy'.

Profile

First Name Last Name How should others refer to you? ▼

Phone Work Email [Change](#)

Work

Job Title Credentials [?] NPI (if applicable)

Role
Select the role that best describes your primary responsibility

Address

[Add Work Address](#) [Add Home Address](#)

Security

Multi-Factor Authentication (MFA)
MFA adds a layer of protection to your account [?]
Enable MFA for:

☒ Required UserWeb sites only (such as Data Handbook, Galaxy, Nova, Sherlock, and others)

☐ All UserWeb sites

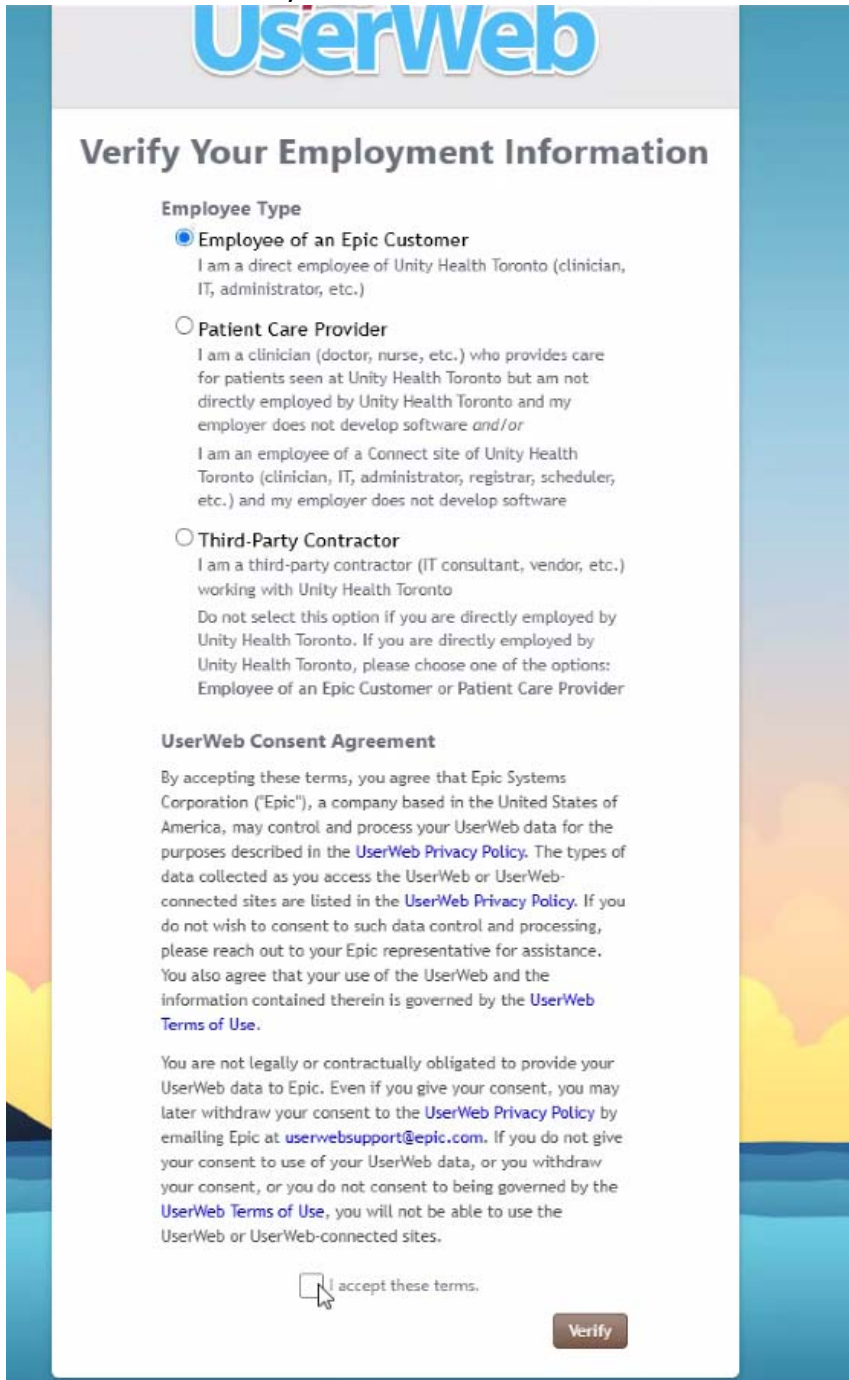
Settings

☐ Only show me in search results for users at my organization (or its Connect sites).

[Continue](#)

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5. Please select Employee Type as an “Employee of an Epic Customer”, click “I accept these terms” and click Verify



UserWeb

Verify Your Employment Information

Employee Type

☒ **Employee of an Epic Customer**
I am a direct employee of Unity Health Toronto (clinician, IT, administrator, etc.)

☐ **Patient Care Provider**
I am a clinician (doctor, nurse, etc.) who provides care for patients seen at Unity Health Toronto but am not directly employed by Unity Health Toronto and my employer does not develop software *and/or*
I am an employee of a Connect site of Unity Health Toronto (clinician, IT, administrator, registrar, scheduler, etc.) and my employer does not develop software

☐ **Third-Party Contractor**
I am a third-party contractor (IT consultant, vendor, etc.) working with Unity Health Toronto
Do not select this option if you are directly employed by Unity Health Toronto. If you are directly employed by Unity Health Toronto, please choose one of the options: Employee of an Epic Customer or Patient Care Provider

UserWeb Consent Agreement

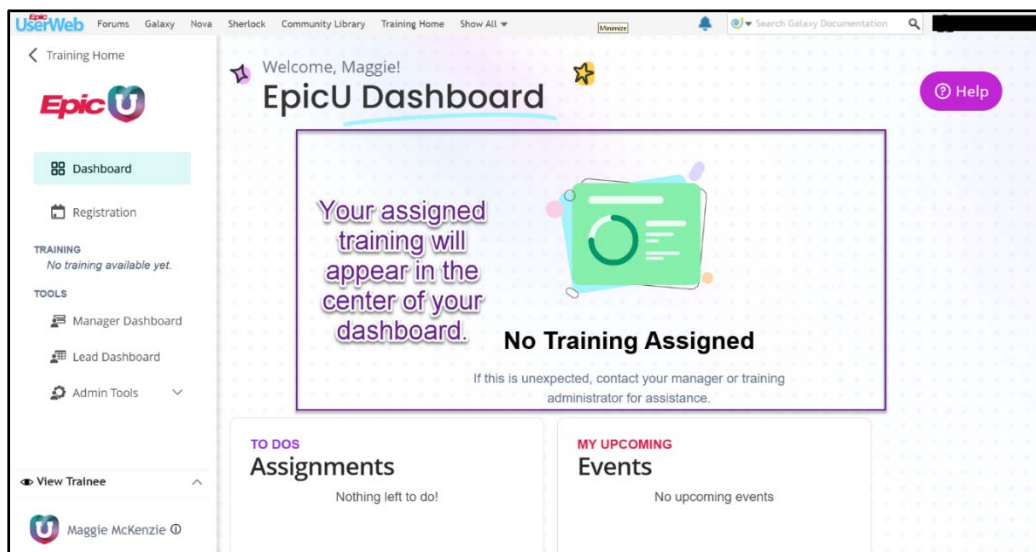
By accepting these terms, you agree that Epic Systems Corporation ("Epic"), a company based in the United States of America, may control and process your UserWeb data for the purposes described in the [UserWeb Privacy Policy](#). The types of data collected as you access the UserWeb or UserWeb-connected sites are listed in the [UserWeb Privacy Policy](#). If you do not wish to consent to such data control and processing, please reach out to your Epic representative for assistance. You also agree that your use of the UserWeb and the information contained therein is governed by the [UserWeb Terms of Use](#).

You are not legally or contractually obligated to provide your UserWeb data to Epic. Even if you give your consent, you may later withdraw your consent to the [UserWeb Privacy Policy](#) by emailing Epic at userwebsupport@epic.com. If you do not give your consent to use of your UserWeb data, or you withdraw your consent, or you do not consent to being governed by the [UserWeb Terms of Use](#), you will not be able to use the UserWeb or UserWeb-connected sites.

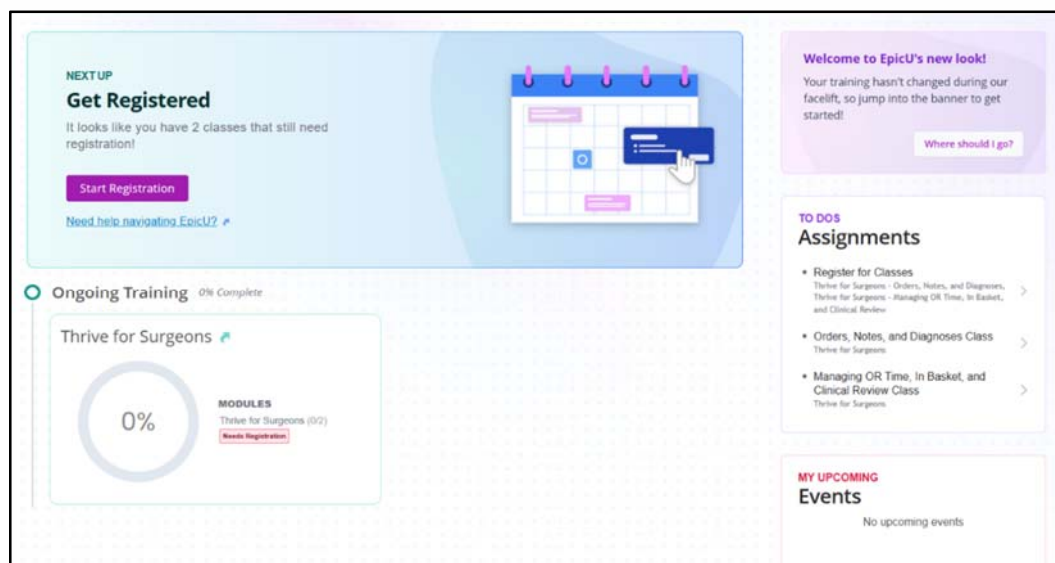
☐ I accept these terms.

Verify

6. You will arrive on the Epic University dashboard page.
 - Confirm that you see your own name and that your assigned training looks correct based on your role
 - If the track doesn't seem to match your job responsibilities, please reach out to EPREducation@unityhealth.to as you might need a different track assigned.
 - Your tracks will be organized under headings based on training type. You may have one or more of the following types appear.
 - Ongoing Training – allow you to continue your Epic education after you have been using Epic for a bit.



7. You'll use the Next Up card at the top of your EpicU Dashboard to step through the registration process and throughout your training to know what you should work on next.



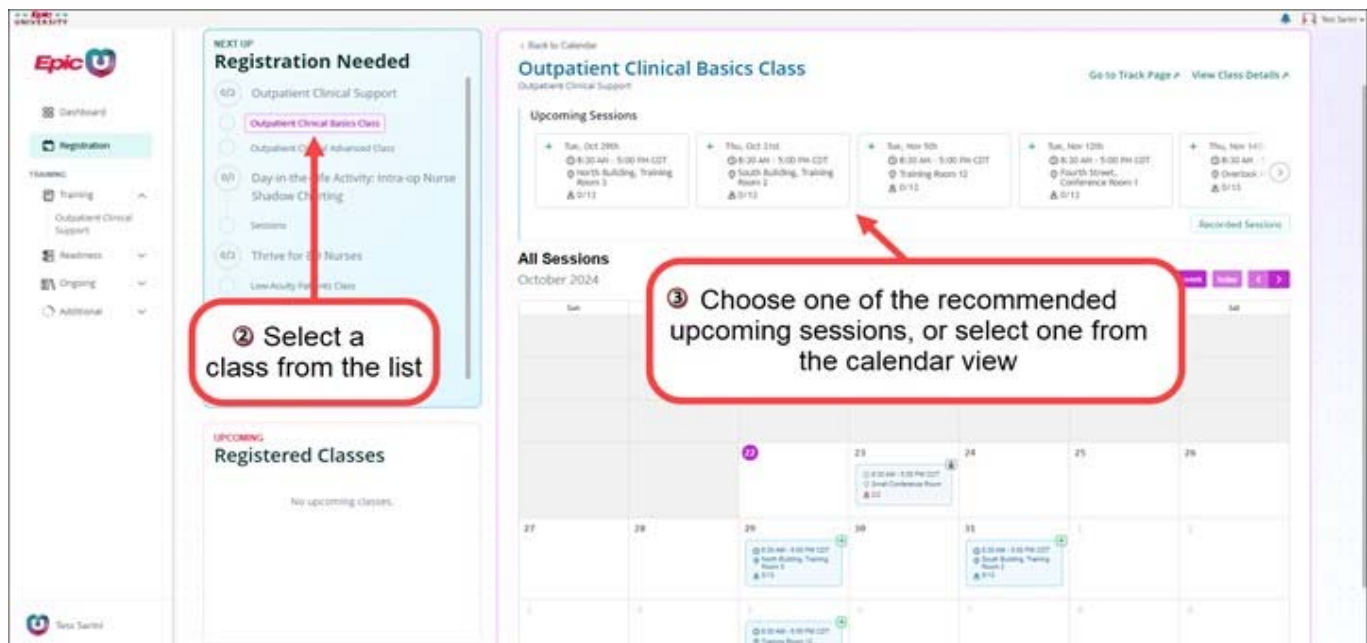
Class Types

There are multiple types of classes in Epic University and you will attend:

- **Live, Virtual Offerings:** You'll use Zoom to attend a **live, virtual** class led by Epic trainers. You'll watch them demonstrate the software, follow along when asked, and complete exercises in a training environment.

Register for a Live, Virtual Class

1. Click the Start Registration button from the Next Up banner on your EpicU Dashboard.
 - Alternatively, you can click on the Registration page on the left-hand side of the screen.
2. Click each class in the Registration Needed list, starting from the top.
3. Choose from either one of the Upcoming Sessions, or All Sessions listed in the calendar.



The screenshot shows the EpicU interface. On the left is a navigation menu with 'Registration' selected. The main area is titled 'Registration Needed' and lists several classes. The 'Outpatient Clinical Basics Class' is highlighted with a red box and a red arrow pointing to it, with a callout bubble saying '2 Select a class from the list'. To the right is a calendar view titled 'Upcoming Sessions' for the 'Outpatient Clinical Basics Class'. It shows several sessions with dates and times. A red box highlights one of the sessions, with a callout bubble saying '3 Choose one of the recommended upcoming sessions, or select one from the calendar view'.

4. Click on the session that works for your schedule to register.
 - If a session on the calendar view has a lock icon displayed, that indicates this is not a session you are able to register for, likely because you need to attend a different class first, or the session is full.



After you register for a class, its details appear in the Upcoming Registered Classes section of the Registration page, and in the My Upcoming Events section of the EpicU Dashboard. You'll also receive a calendar hold as a reminder.

5. You will receive an email confirmation at your Unity email account with the details of your classroom date and time

✓ Accept ? Tentative ✗ Decline 📅 Calendar...



Register Restrictions

You can't register for a session if:

- There is a prerequisite class you are required to take first, and you're signed up for that prerequisite class on a later date.
- The session is full.
- The session has already started.
- You're already signed up for another session of the same class (exceptions made for super users).

Cancel Registrations

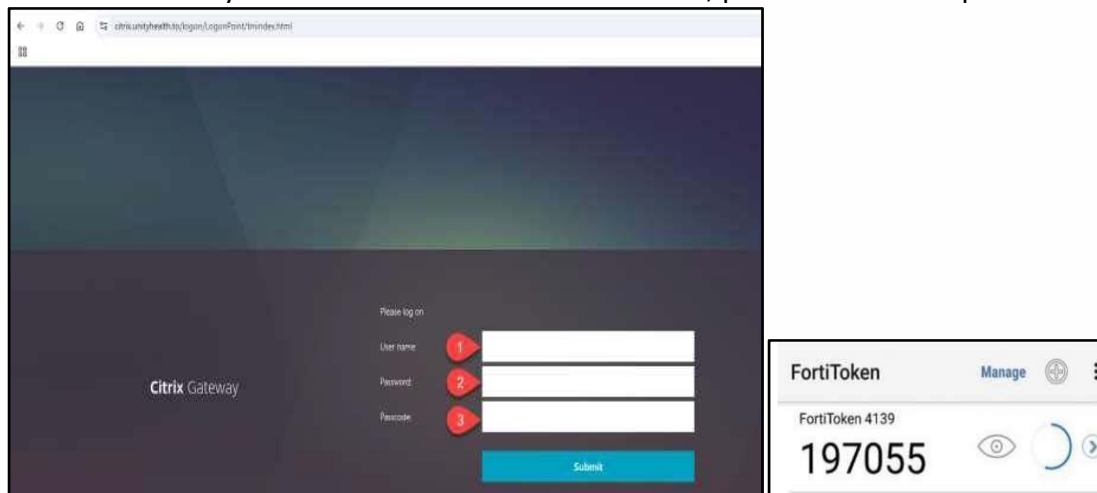
1. Click the “-” on the session in either the Upcoming Sessions view, or on the calendar view.

2. Click a different session to register for it instead if needed.

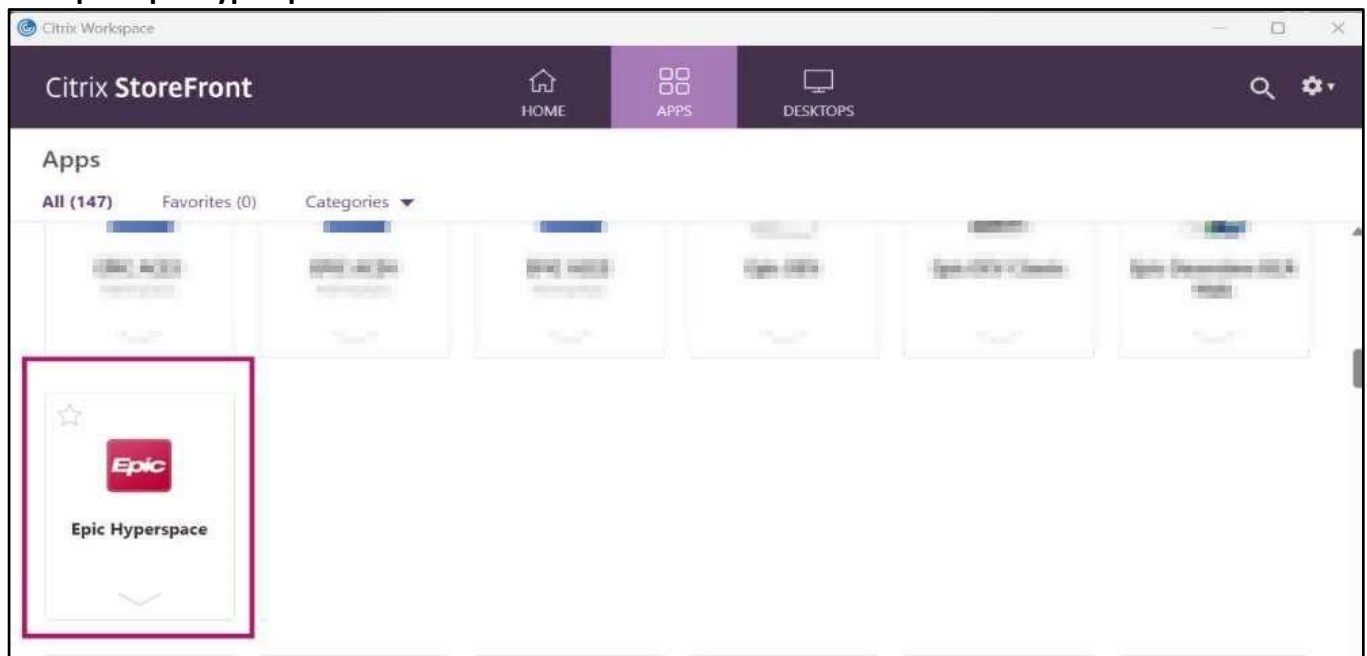
Attend your Training Sessions

If you are completing your thrive training from a non Unity workstation please follow the steps to log into Epic Hyperspace

1. **Log into the Citrix** <https://citrix.unityhealth.to/>
 - Enter your Unity username in the format **Unity\username**
 - Enter your password
 - Open the **FortiToken Mobile App** and enter the 6-digit code as the Passcode
 - If you do not have access to FortiToken, please contact HelpDesk



2. **Open Epic Hyperspace**

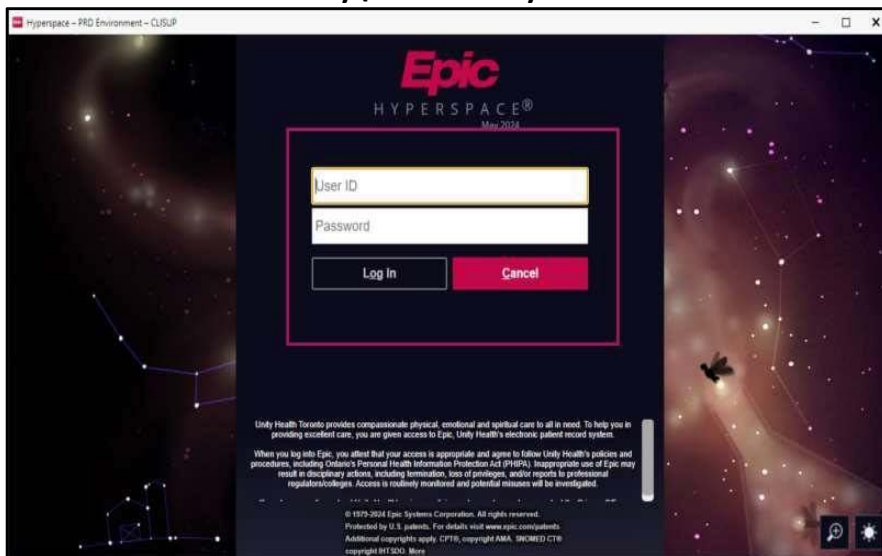


If you are completing your thrive training from a Unity workstation please follow the steps to log into Epic Hyperspace

1. Look for the Epic Hyperspace icon on the desktop



2. Login to Epic with your Unity login
 - Do not enter 'Unity\' in front of your username



Contact HelpDesk

If you have any additional issues or concerns, please contact the Help Desk with the following contact information, or [submit a ServiceNow request](#).

Phone: 416-360-4000 ext. 5751

Email: Helpdesk@unityhealth.to

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