UNITY HEALTH
TORONTO

Caring hearts. Leading minds.

REGISTER FOR A CLASS IN EPICU

**Tip Sheet**

Contents

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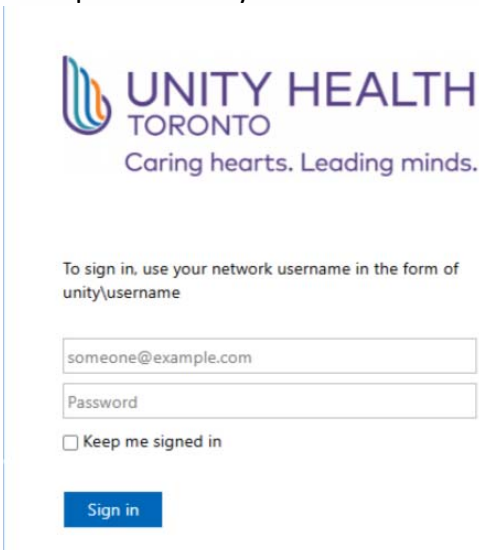
- You might be assigned **multiple tracks**.
- Your assigned track might not match your job title at your organization, but the track name should indicate the general area you work in or meet prerequisite skills you'll need to do your work in Epic.

To Access Epic University:

1. Visit training.epic.com/eut
2. Select "Unity Health Toronto"
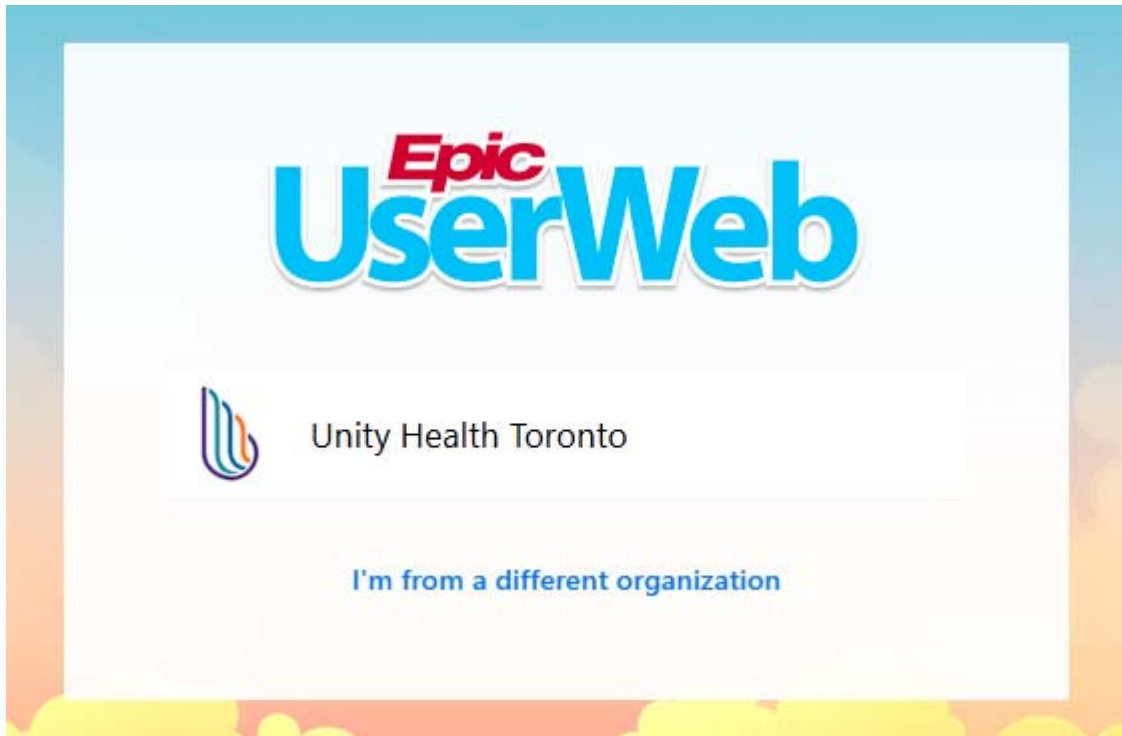
3. Enter your **Unity Health login information (unity\loginID and password)** to access Userweb and Epic University

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

Profile

First Name

Last Name

How should others refer to you? ▾

Phone

Work Email

Change

Work

Job Title

Credentials ⑦

NPI (if applicable)

MD, RN, RPh, etc.

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 ⑦
Enable MFA for:
◉ Required UserWeb sites only (such as Data Handbook, Galaxy, Nova, Sherlock, and others)
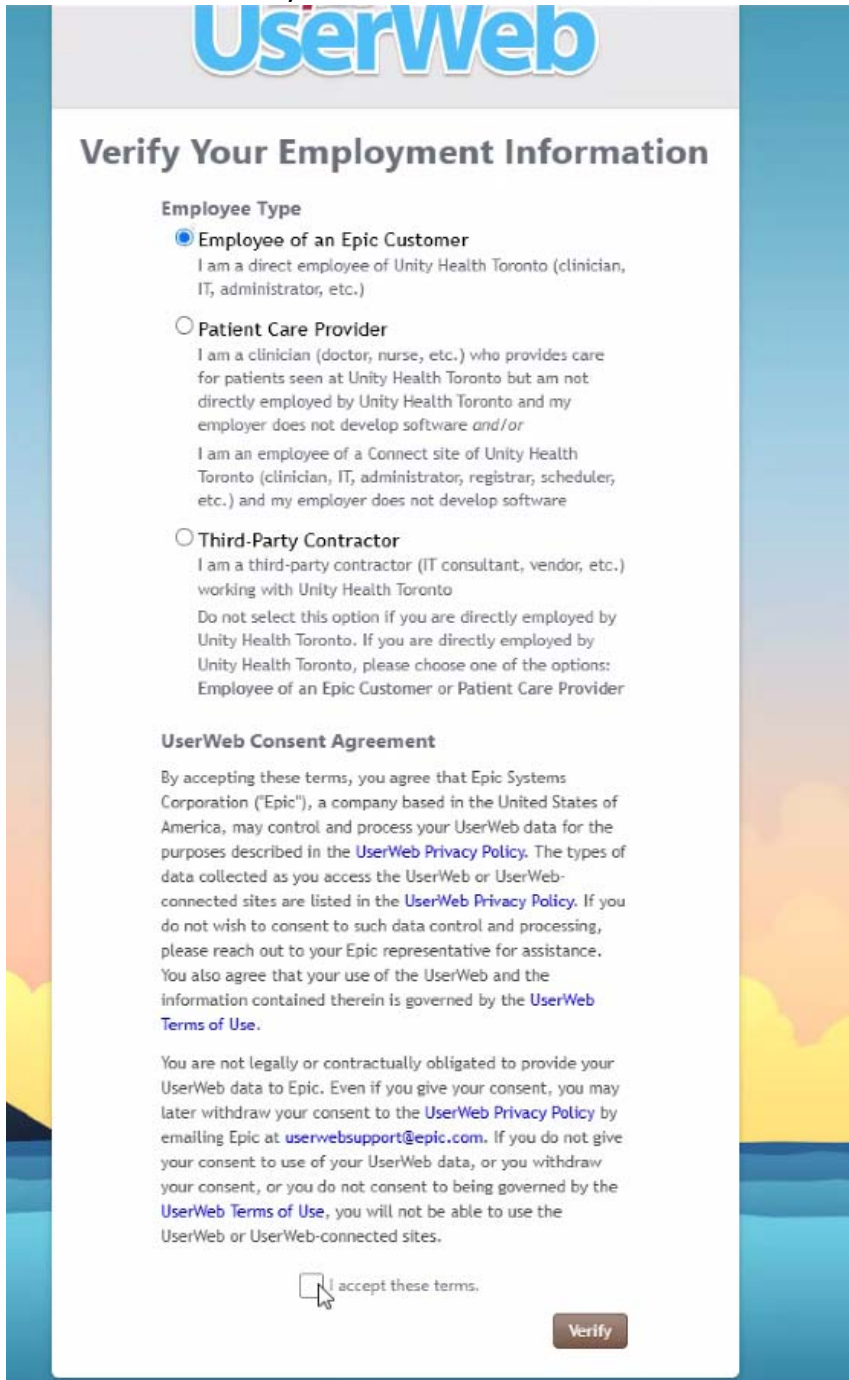○ All UserWeb sites

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

Continue

5. Please select Employee Type as an "Employee of an Epic Customer", click "I accept these terms" and click 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.
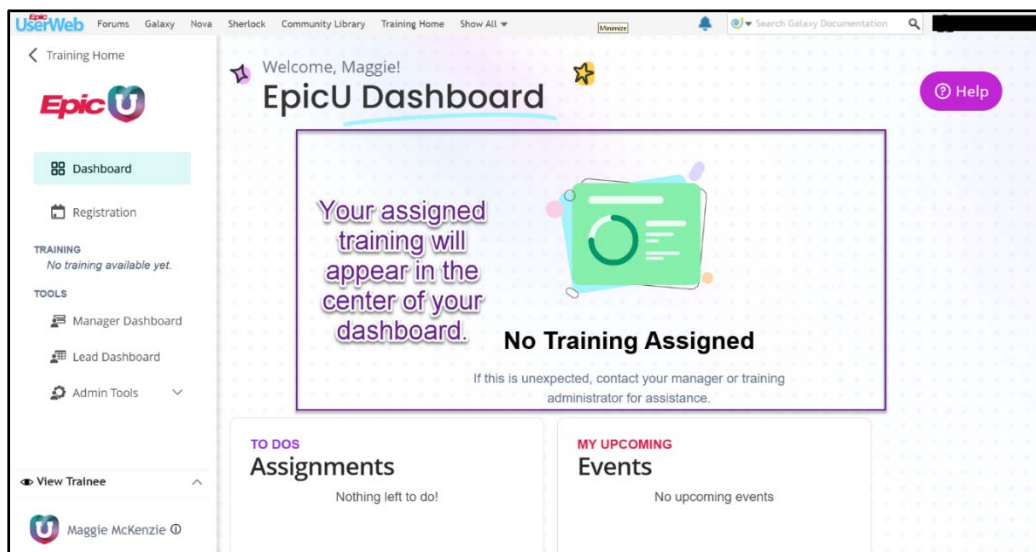
7. You'll use the Next Up card at the top of your EpicU Dashboard to step through the registration process and throughout your training to know what you should work on next.
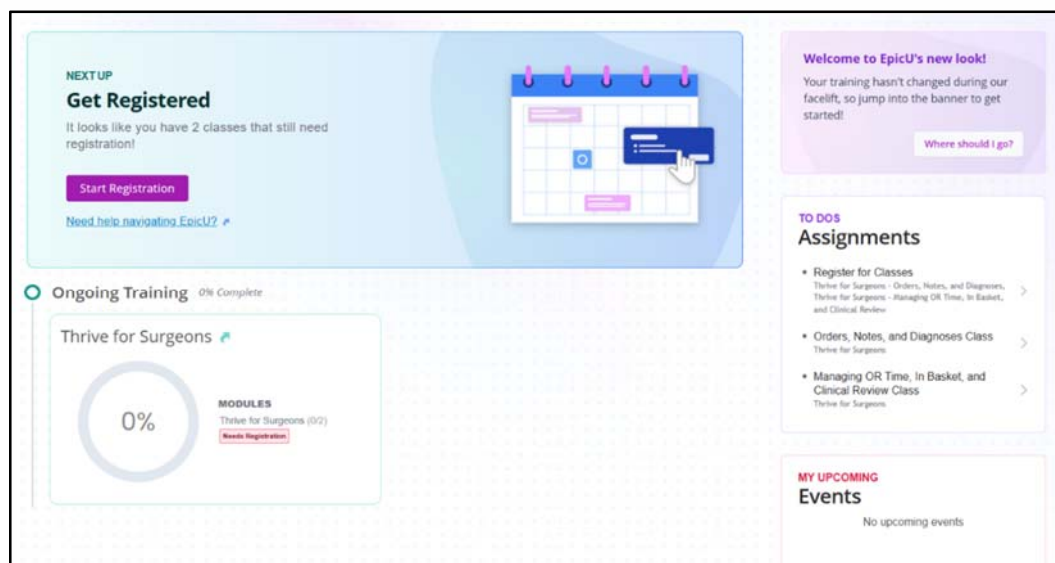
Class Types

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.
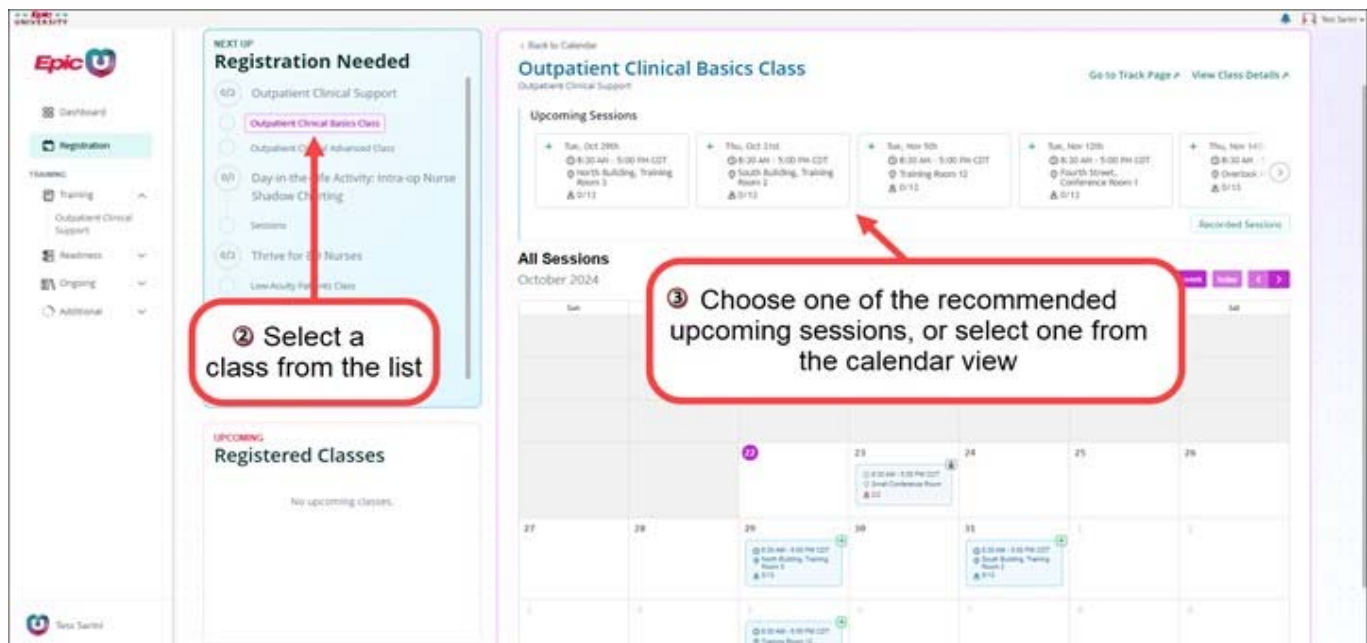
Register for a Live, Virtual Class

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.

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.

   ℹ️ 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...

doNotReply@epic.com

Epic class:

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
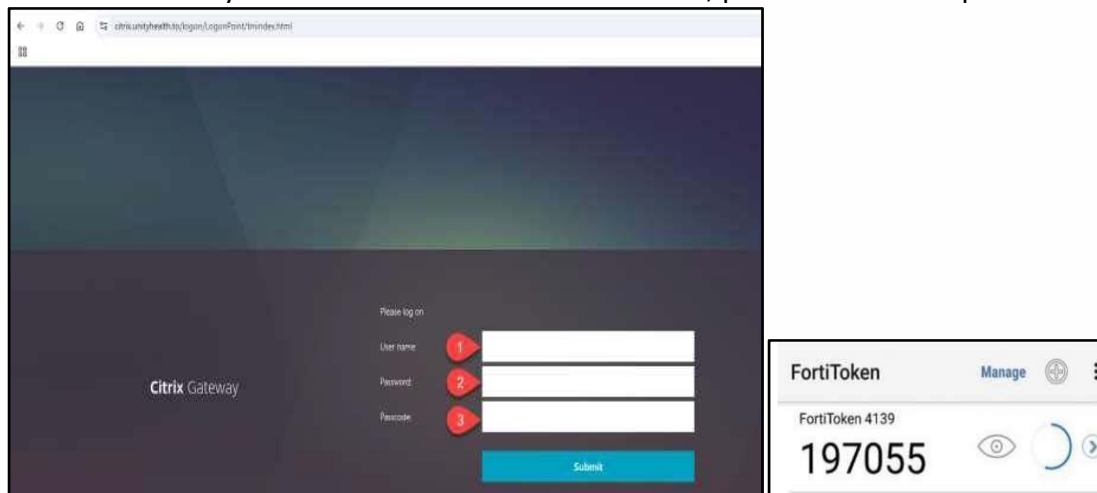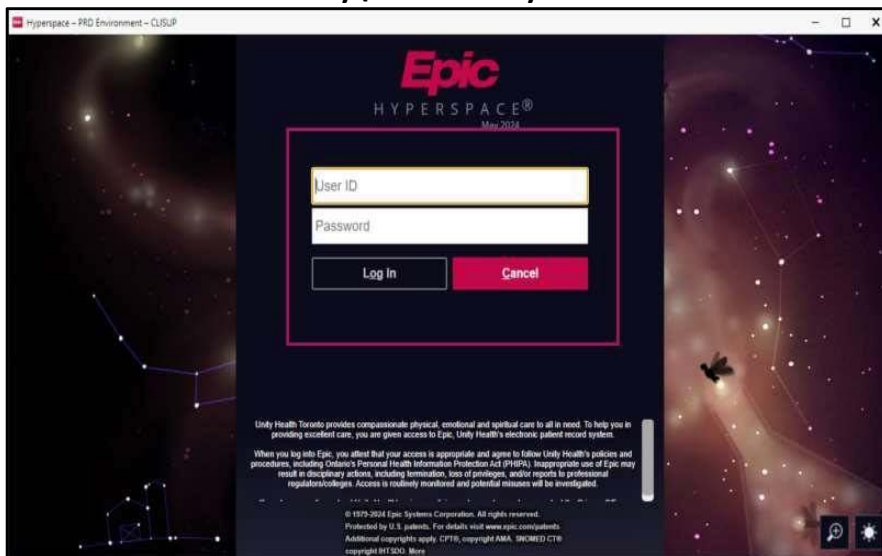

2. **Open Epic Hyperspace**
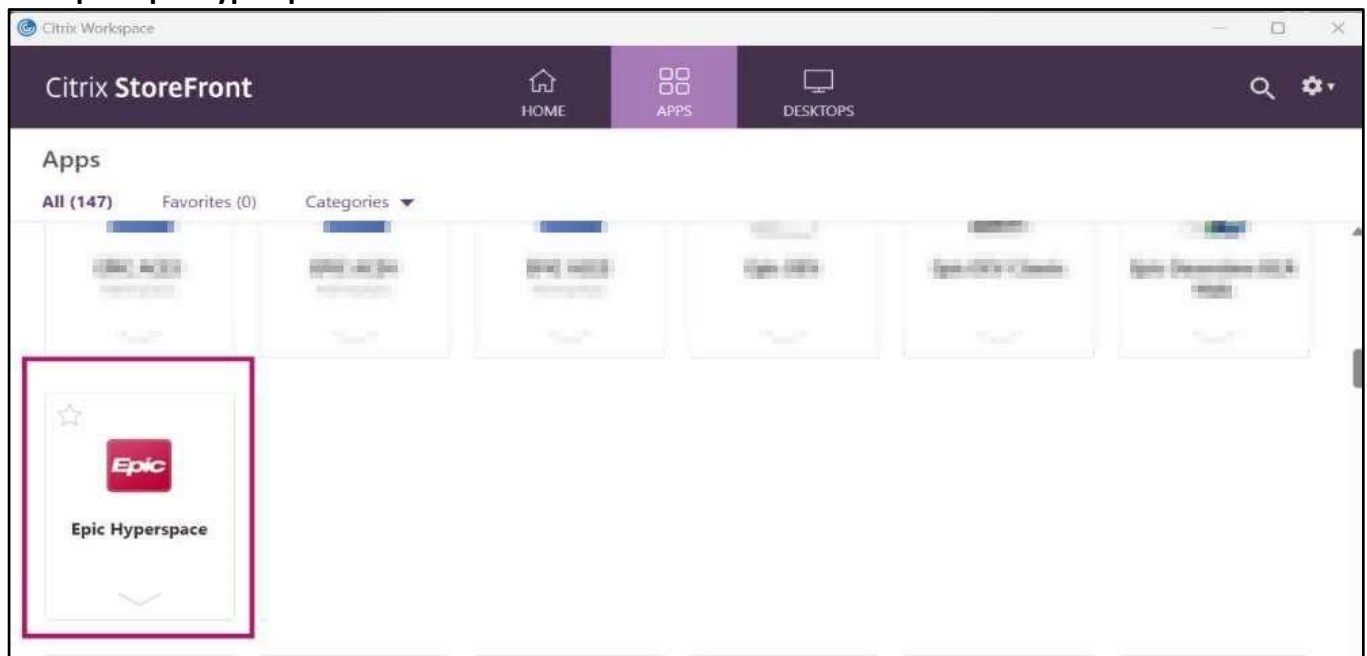
<u>If you are completing your thrive training from a Unity workstation please follow the steps to log into Epic</u>
Hyperspace
1. Look for the Epic Hyperspace icon on the desktop

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