Accessing Epic Training for WU Providers

In order to access Epic Saba training courses, WU Providers should follow these steps:

- Open a Google Chrome web browser
- Using Google Chrome, go to https://learnatwork.wustl.edu/
- Once on the Learn@Work page, click Login to Learn@Work
- Enter your WUSTL Key username and password to log in
- If you do not have a WUSTL Key username and password, you are not able to complete Epic training. Establish your WUSTL Key and password as soon as possible. If you have not received information regarding your WUSTL Key, contact your hiring manager.

The home page includes a section listed as Epic Training. Users will see a message instructing them to click the Epic button.

Select the Epic button. A new tab will open and take the user to their “My Plan” page if a connection has been established.

The “My Plan” page looks like the picture at right. Once on the “My Plan” page, users can view and access their Epic curriculum as described in Epic1 training instructions.

If you instead see a screen that looks like the picture at right, contact the Epic1 Training team so they may establish your connection. Contact the Epic1 Training team at EpicProgramTraining@bjc.org.
Navigate to Epic Curriculum
You will be taken to your Me page in BJC Saba. Your Me page says “My Plan” at the top. Under the “Learning & Certifications” section, you will see your Epic curriculum. Your curriculum starts with the word “Epic”, has an icon that looks like a stack of books, and says “Curriculum” underneath it. Click the blue title of your Epic curriculum (3).
Complete E-Learning Lessons and Assessments

You are now viewing your Epic curriculum. Under the section header containing the word “E-Learning”, Saba displays the list of E-Learning lessons that you are required to complete. You will see the E-Learning lessons first, followed by the Assessment that tests your comprehension of the previous lessons. You must complete the group of lessons before taking the Assessment.

Under the top heading that says “E-Learning,” find the first lesson. Click View Classes (1). There will only be one online “class” to select. Click Enroll (2). The E-Learning lesson will load for you to view and complete.

You must complete the entire module in order for Saba to record that the lesson was completed. E-Learning modules can be started and stopped at any time.

Launch Saba using a Google Chrome web browser. A Firefox or Internet Explorer (version 11 or higher) web browser is also acceptable.

⚠️ E-Learning completion may be lost if using any other web browser.
After you watch the first lesson, download the exercise booklet from the Learning Home Dashboard and complete the exercises. To close the E-Learning viewing window, choose the black X at the top right corner of the viewing screen. Repeat the above steps for each E-Learning lesson.

After you complete a group of E-Learning lessons, take and pass the Assessment. You must score an 80% or better on the Assessment to continue. The material in the Assessments is covered during the E-Learning lessons and exercises. Assessments are not timed, so carefully consider your selections.

You may have multiple groups of E-Learning lessons and Assessments to complete. Complete all E-Learning lessons and Assessments.
Retake Assessments

You must pass all Assessments with a score of 80% or better. The material in the Assessments is covered during the E-Learning lessons and exercises. Assessments are not timed, so carefully consider your selections.

If you do not pass, Saba will display that you completed the Assessment unsuccessfully. You will see your score, and may choose to review your answers.

When you close the Assessment viewing window, you will see that your Assessment is still “In Progress.” You must pass the Assessment before you can continue. To attempt the test again, click View Summary.

Next, click Re-launch. This will repeat the test.

When you have passed the test with an 80% or better, you will see a solid green icon indicating that you were successful. You are now able to proceed to the next group of E-Learning lessons, if applicable.
Attend Provider Personalization Lab

Attending a final 3-hour in person class, Provider Personalization Lab, is required. Communicate with your WU Security Contact and/or Training Coordinator regarding the date/time you will attend Provider Personalization Lab. Personalization Labs are held regularly at the Mid Campus Center (4590 Children’s Place, 63110).

1. For Providers at Barnes Jewish Hospital and St. Louis Children’s Hospital, Personalization Lab will be taught by a CIS staff member.
   A. To register to attend a Personalization Lab, Providers may use Saba to select a class date, time, and location.
   B. Alternately, Providers may contact Epic1 Training at EpicProgramTraining@bjc.org for assistance registering.

2. For Providers at the facilities below, Personalization Lab will be taught by a CIS staff member. A Medical Staff Office or CIS staff member will contact new Providers to make arrangements.
   - Alton Memorial Hospital
   - Barnes Jewish St. Peters
   - Barnes Jewish West County
   - Boone Hospital Center
   - Christian Hospital
   - Missouri Baptist Medical Center
   - Missouri Baptist Sullivan
   - Parkland Health Center
   - Progress West Health Center

Receive Access

Once all training requirements are complete in Saba, it takes approximately 1 - 2 business days for access to Epic to be granted. Providers log in to Epic using their WUSTL Key if they are affiliated with WU and BJC-NT ID if they are affiliated with BJC.