How to Access Epic Training for Nursing Students On-Line

1. Log into http://my.jhu.edu using your JHED-ID
   o If you do not have a JHED-ID contact your program coordinator or manager
   o If you are a first time user click First time JHED user
2. Log in using your **JHED ID**
   o If you have a JHED ID but have not logged into the site Click First Time JHED Users Click Here and follow instructions for setting your password

3. Once you are logged in click the "Education" icon towards the bottom of the screen and then click the "myLearning" icon.

4. Once you are logged in you will see a column on the left hand side. In the search text box type "Nursing Students". The Nursing Student courses will populate. Select the Epic | JHM | ClinDoc | Nursing Students E-Learnings~.

5. At the bottom of the screen, click "Add to Dev Plan". You should now see the course on your plan. Be sure to check both "Auto Enrollments" and "Self-Enrollment" Tabs at the top of the screen. If you are ready to begin a course added to your plan, click the course and begin. **MAKE SURE THE POP-BLOCKER IS OFF!!**

6. To gain access to the system your coordinator/manager must have submit an access request through the ARM system.

7. You will have access to Epic within 24-48 hours after the course is complete. You will login with your JHED-ID and password after that time frame. You will not receive a notification that you have been granted access.

** For issues accessing Epic please contact the Epic Help Desk 410-614-EPIC**
**For issues with the module email JHH-EpicTraining@jhmi.edu **