

How to Access Saba

In order to access Epic Saba training courses WUSM providers and staff should follow these steps:

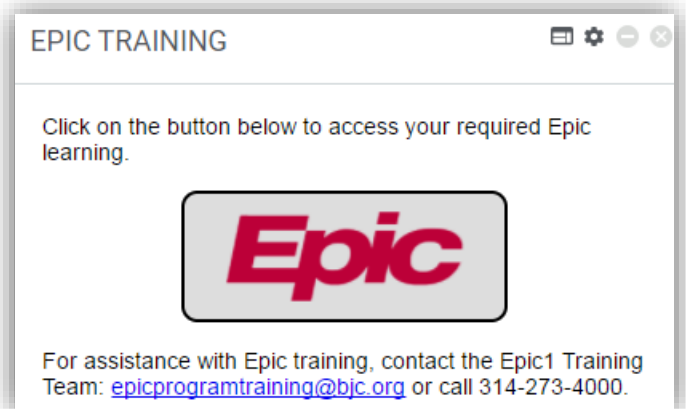


- Open a Google Chrome web browser
- Using Google Chrome, go to <https://learnatwork.wustl.edu/>
- Once on the Learn@Work page, click Login to Learn@Work
- Enter your WUSTL Key username and password to log in

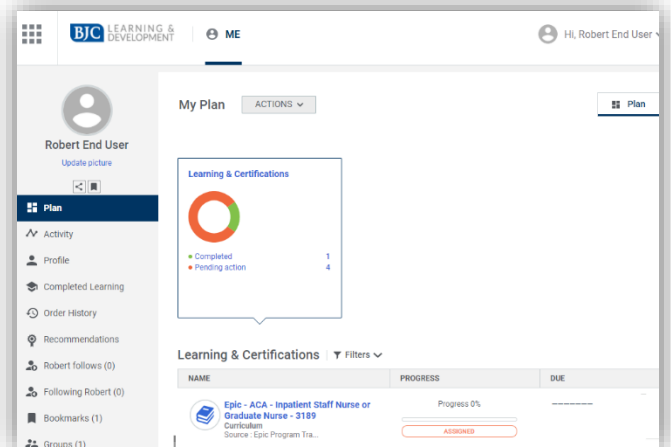
[Login to Learn@Work](#) >

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

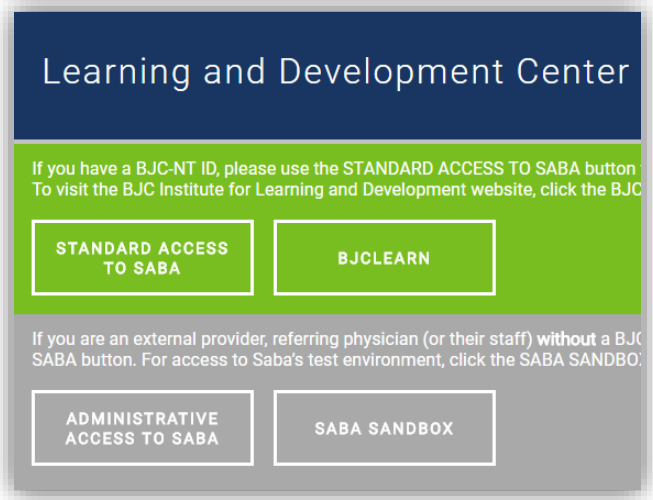
Select the Epic button. A new tab will open and take the user to their “My Plan” page if a connection has been established.



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 314-273-4000 or epicprogramtraining@bjc.org.



How to Find the Epic Curriculum Page if The Provider is Registering Themselves

Begin registering for Epic classes from your Me page. Your Me page says “My Plan” at the top and displays the title of your Epic curriculum. Your Epic curriculum will have an icon that looks like a stack of books, begin with the word “Epic,” and say “Curriculum” underneath it. Click on the blue title on the left side of the screen.

Note: Do not select the “Register” button on the right side of the screen. This button will not allow you to complete your registration for Epic classes. If selected this button accidentally, click “Cancel” to return to your Me page.





My Plan ACTIONS ▾

Plan To-Do Lists Calendar

Learning & Certifications

● Pending action 3

Learning & Certifications | Filters ▾

NAME	PROGRESS	DUE	ACTIONS
 BJC - Environmental Health and Safety - New Hire - 2017 Curriculum Source : BJC - Environmen...	Progress 0%  ASSIGNED	27-FEB-2018 54 days remaining	REGISTER
 Epic - ACA - Adult Internal Medicine Specialty Provider - Ambulatory ... Curriculum Source : Epic Program Tra...	Progress 0%  ASSIGNED	-----	REGISTER

View Classes Individually Instead of Selecting Register Button
Please do not select the Register button. The Register button is a function in Saba that is not helpful for Epic training.



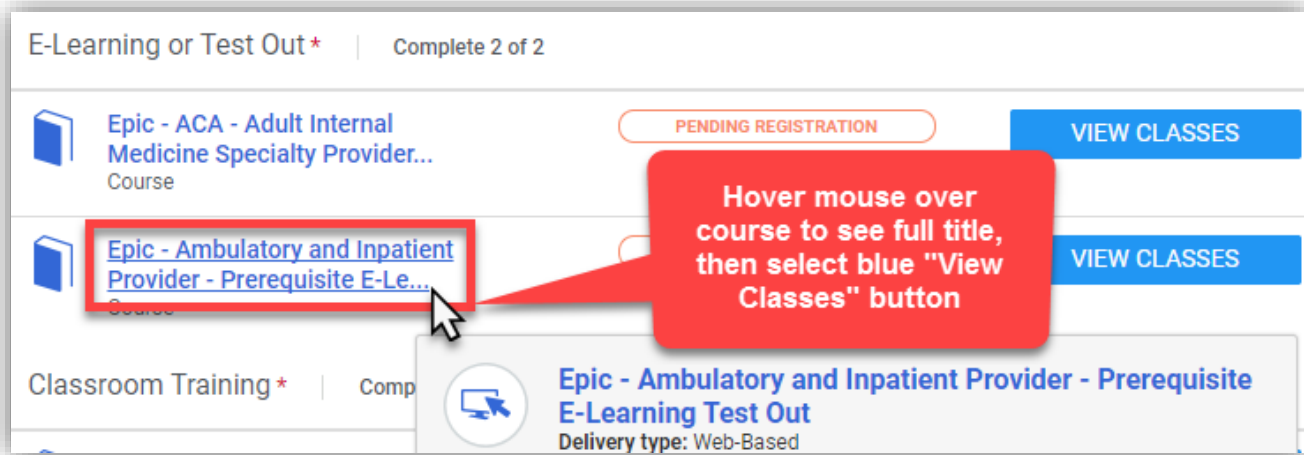
If you have selected the Register button accidentally, click the “Cancel” button at the top or bottom of the page to exit and return to your Epic curriculum page.

Classroom Training * | Cor

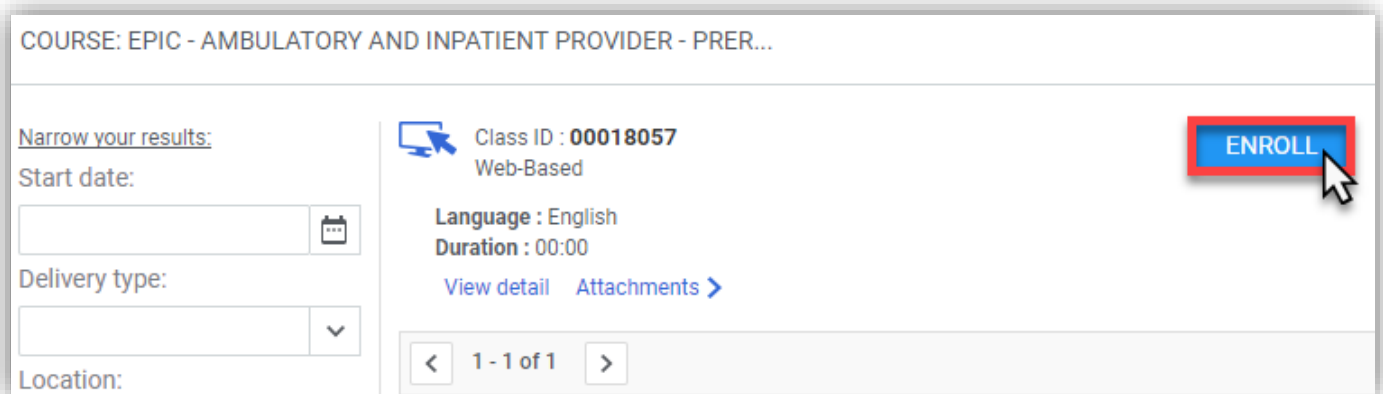
<input type="checkbox"/>	Epic - ACA - Inpati 100 Course	<input type="checkbox"/>	SELECT CLASS
<input type="checkbox"/>	Epic - ACA - Inpati 200 Course	<input type="checkbox"/>	SELECT CLASS
<input checked="" type="checkbox"/>	Epic - ACA - Inpatient Nurse 300 Instructor-Led	PENDING REGISTRATION	CHANGE CLASS
Recommended class ID: ACAILTA1370 Offered as: Instructor-Led At:BJC Learning Institute Annex Session Details			
<input checked="" type="checkbox"/>	Epic - ACA - Inpatient Nurse 400 Instructor-Led	PENDING REGISTRATION	CHANGE CLASS
Recommended class ID: ACAILTA1371 Offered as: Instructor-Led At:BJC Learning Institute Annex Session Details			
CANCEL		COMPLETE REGISTRATION	

Providers with Previous Epic Experience

If you have experience using Epic at another health service organization, you may wish to test out of the prerequisite E-Learning modules. To test out, start on your Epic curriculum page. Find the first section, titled “E-Learning or Test Out.” Next, select the option labeled “Test Out” and click the “View classes” button on the right side.



When you click “View Classes” and the pop-up window appears, there will only be one “class” to select. Click the blue “Enroll” button.



After these two steps are completed, the E-Learning test out will load for you to complete. Instructions on how to successfully complete the test out are included on the first page. **You only have one attempt to pass, so make sure to review the test instructions before you begin.**

Completing E-Learning

As a reminder, make sure to launch Saba by using a Google Chrome browser. **E-Learning completion may be lost if using any other web browser.**

To complete E-Learnings, follow these steps:

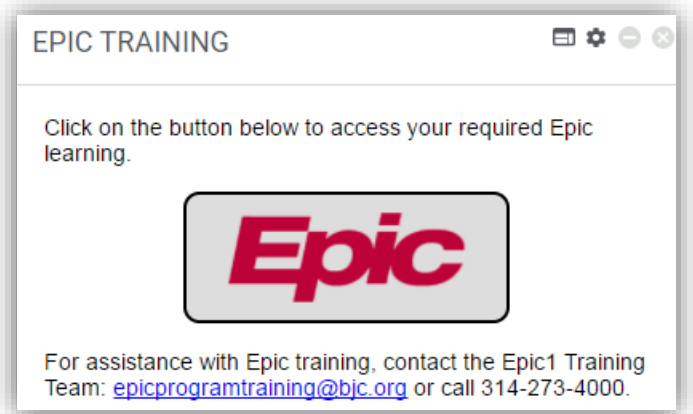


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The home page includes a section listed as Epic Training. Users will see a message instructing them to click the Epic button.

Select the Epic button. A new tab will open and take the user to their “My Plan” page.



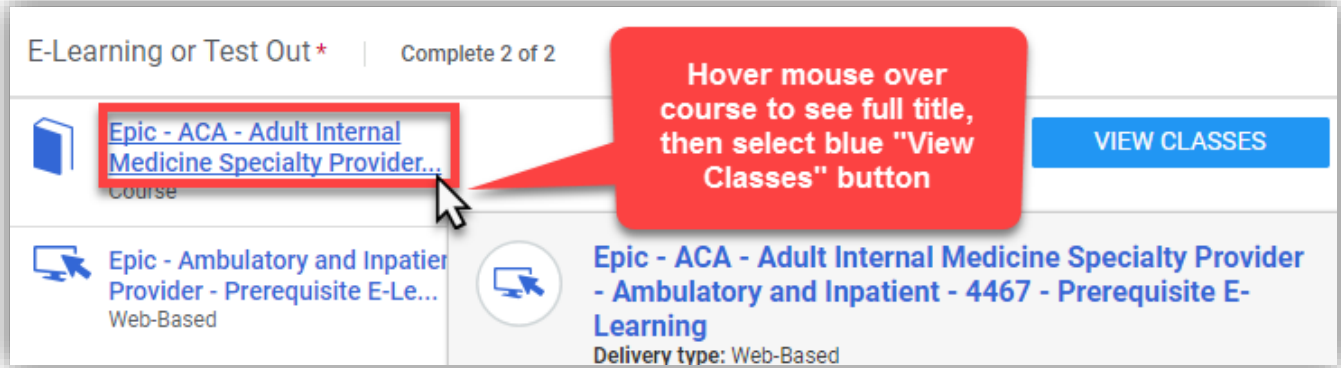
Find your Epic curriculum. Your Epic curriculum will have an icon that looks like a stack of books, begin with the word “Epic,” and say “Curriculum” underneath it. Click on the blue title on the left side of the screen.

Note: Do not select the “Register” button on the right side of the screen. This button will not allow you to complete your registration for Epic classes. If you selected this button accidentally, click “Cancel” to return to your Me page.

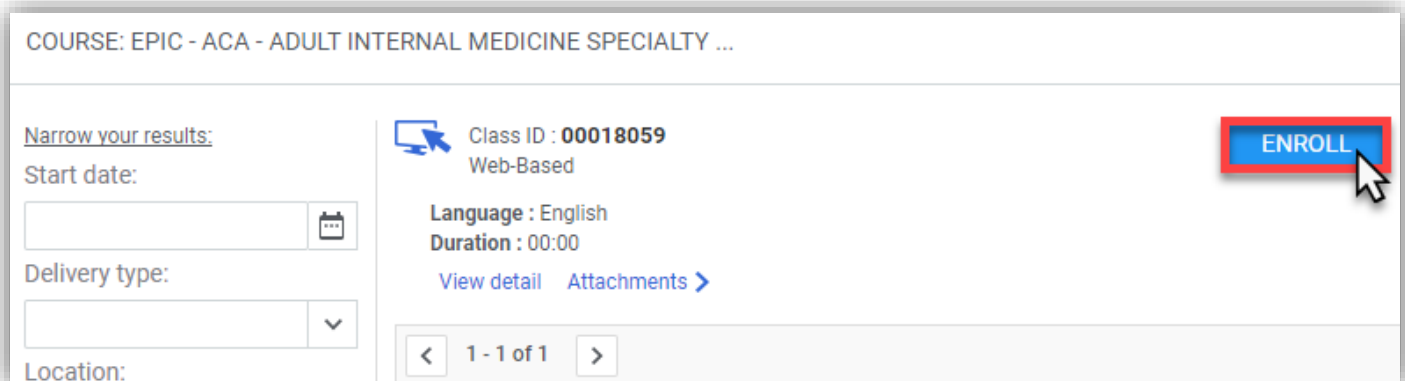
NAME	PROGRESS	DUE	ACTIONS
BJC - Corporate Compliance Annual Education - 2017 Curriculum Source : Epic Program Tra...	Progress 0% ASSIGNED	-----	REGISTER
Epic - ACA - Inpatient Staff Nurse or Graduate Nurse - 3189 Curriculum Source : Epic Program Tra...	Progress 0% ASSIGNED	-----	REGISTER

To complete E-Learning modules, start on your Epic curriculum page. In the section titled “E-Learning or Test Out,” an E-Learning Test Out is available, but the Test Out will not allow you to review E-Learning modules.

Make sure you find the line that simply says “Prerequisite E-Learning.” When you have found the prerequisite E-Learning line, click the “View classes” button on the right side.



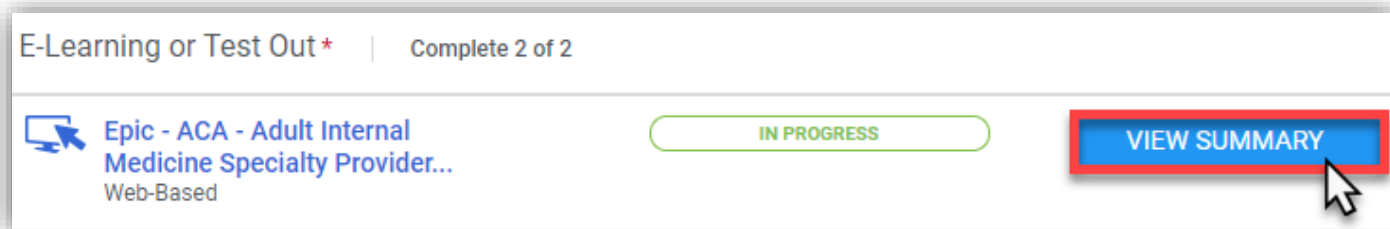
When you click “View Classes” and the pop-up window appears, there will only be one “class” to select. Click the blue “Enroll” button.



After these two steps are completed, the first E-Learning module will load for you to view and complete. E-Learning modules can be started and stopped at any time, and Saba will remember where you last stopped watching. If interrupted, you can pause or exit and restart later.

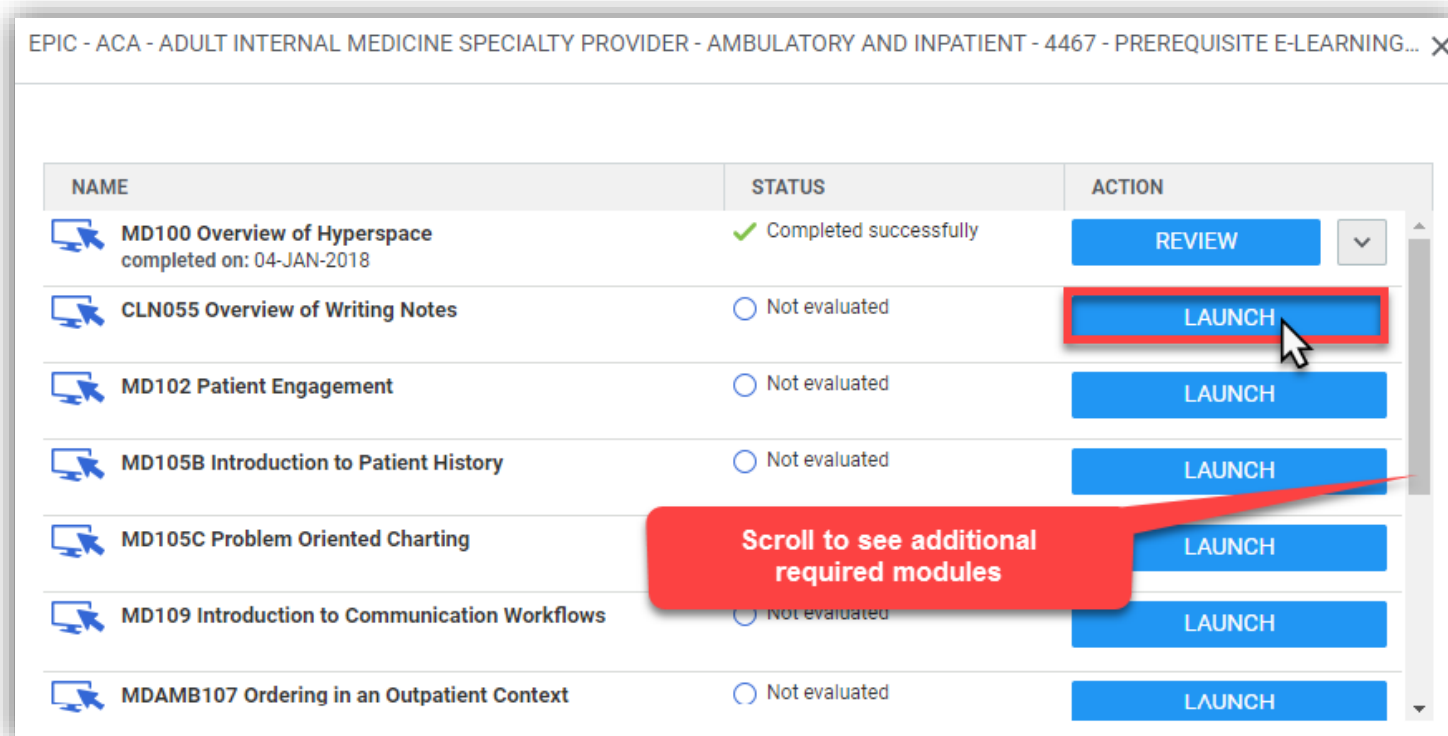
Restarting E-Learning Modules

If you have already started watching E-Learning modules but were interrupted, you can restart by returning to your Epic curriculum page in Saba. Saba will now show that your E-Learning is “In Progress.” Click the “View Summary” button.










The screenshot shows a progress bar for an E-Learning module. On the left, there is a computer icon and the text "Epic - ACA - Adult Internal Medicine Specialty Provider... Web-Based". In the center, a green pill-shaped button contains the text "IN PROGRESS". On the right, a blue button with white text says "VIEW SUMMARY". A red rectangular box highlights the "VIEW SUMMARY" button, and a mouse cursor is pointing at it.

When you click “View Summary,” Saba will load a list of the E-Learning modules assigned to you. This may take a moment. Once the list loads, each module title will have a “Launch” button on the right side of the screen that you can select. When selected, the “Launch” button will load and play the E-Learning.



The screenshot shows a list of E-Learning modules in a table. The table has three columns: NAME, STATUS, and ACTION. The first row shows a completed module with a "REVIEW" button. The subsequent rows show modules that are "Not evaluated" and each has a "LAUNCH" button. A red box highlights the "LAUNCH" button for the second module, "CLN055 Overview of Writing Notes". A red callout box with white text says "Scroll to see additional required modules" and points to the bottom of the list.

NAME	STATUS	ACTION
 MD100 Overview of Hyperspace completed on: 04-JAN-2018	✓ Completed successfully	REVIEW
 CLN055 Overview of Writing Notes	○ Not evaluated	LAUNCH
 MD102 Patient Engagement	○ Not evaluated	LAUNCH
 MD105B Introduction to Patient History	○ Not evaluated	LAUNCH
 MD105C Problem Oriented Charting	○ Not evaluated	LAUNCH
 MD109 Introduction to Communication Workflows	○ Not evaluated	LAUNCH
 MDAMB107 Ordering in an Outpatient Context	○ Not evaluated	LAUNCH