

How to Access Saba

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

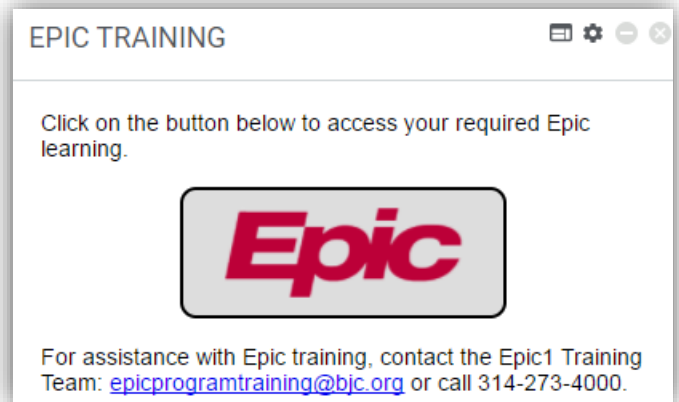


- Open a Google Chrome web browser
- Using Google Chrome, go to <https://learnatwork.wustl.edu/>
- Once on the Learn@Work page, click Login to Learn@Work
- Enter your WUSTL Key username and password to log in

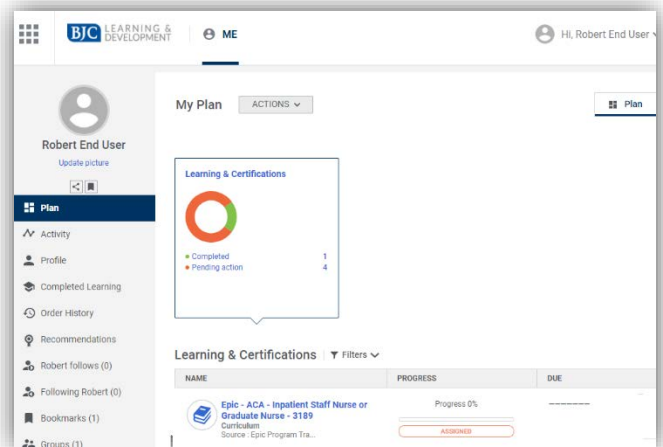
[Login to Learn@Work](#) >

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

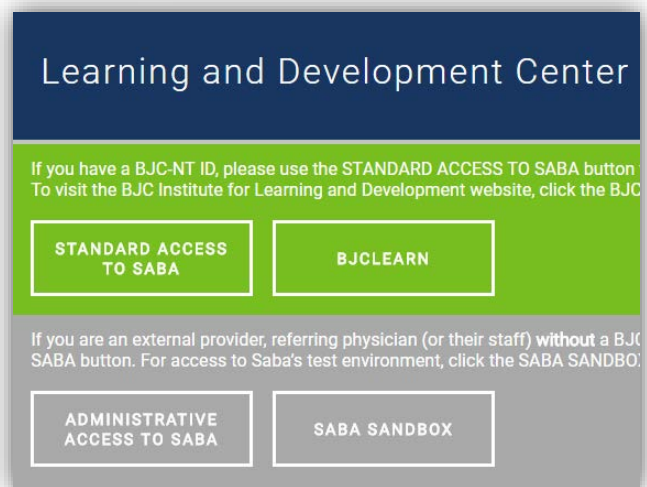
Select the Epic button. A new tab will open and take the user to their “My Plan” page if a connection has been established.



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

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

Completed 1
Pending action 3

Learning & Certifications Filters ▾

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

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

Epic - ACA - Inpatient 100 Course **SELECT CLASS**

Epic - ACA - Inpatient 200 Course **SELECT CLASS**

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](#)

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**

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:

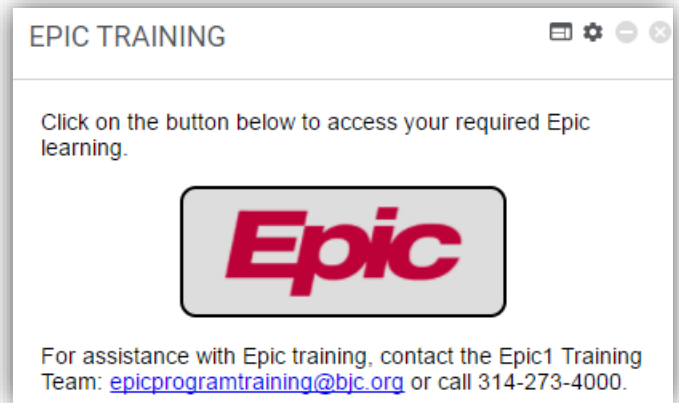


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The home page includes a section listed as Epic Training. Users will see a message instructing them to click the Epic button.

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

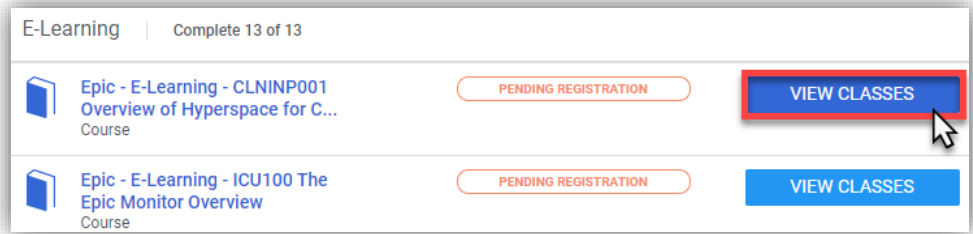


Find your Epic curriculum. Your Epic curriculum will have an icon that looks like a stack of books, begin with the word "Epic," and say "Curriculum" underneath it. Click on the blue title on the left side of the screen.

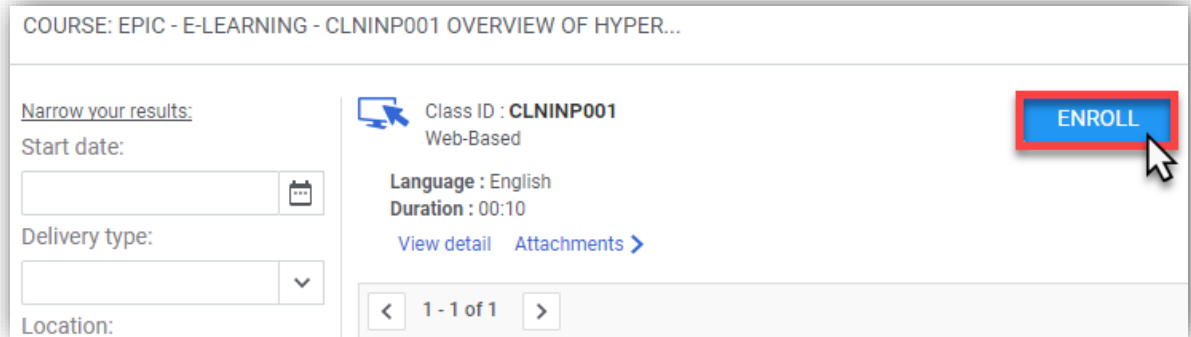
Note: Do not select the "Register" button on the right side of the screen. This button will not allow you to complete your registration for Epic classes. If you selected this button accidentally, click "Cancel" to return to your Me page.

NAME	PROGRESS	DUE	ACTIONS
BJC - Corporate Compliance Annual Education - 2017 Curriculum Source : Epic Program Tra...	Progress 0% <div style="border: 1px solid orange; border-radius: 10px; padding: 2px; display: inline-block;">ASSIGNED</div>	-----	REGISTER
Epic - ACA - Inpatient Staff Nurse or Graduate Nurse - 3189 Curriculum Source : Epic Program Tra...	Progress 0% <div style="border: 1px solid orange; border-radius: 10px; padding: 2px; display: inline-block;">ASSIGNED</div>	-----	REGISTER

To complete e-learning, find the e-learning module that you would like to complete and click the "View Classes" button.



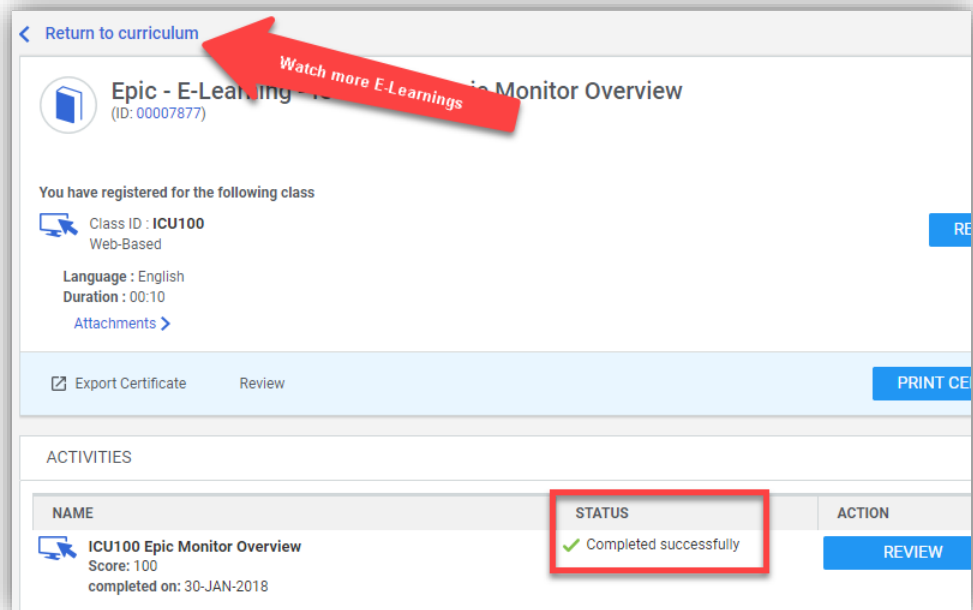
For each e-learning, there will only be one "class" to select. Click the "Enroll" button.



The e-learning module will load for you to view and complete.

Once you have finished the E-Learning module, you will see a screen showing that it has been "completed successfully." Select "Return to curriculum" at the top left to continue completing E-Learnings.

E-learning modules can be started and stopped at any time, and Saba will remember where you last stopped watching. If interrupted, you can restart later.



Repeat this process until all assigned E-Learning modules show the green "Successful" bar.

Your updated progress is shown on your Epic curriculum page.

