## 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/

EPIC TRAINING

- Once on the Learn@Work page, click Login to Learn@Work
- Enter your WUSTL Key username and password to log in

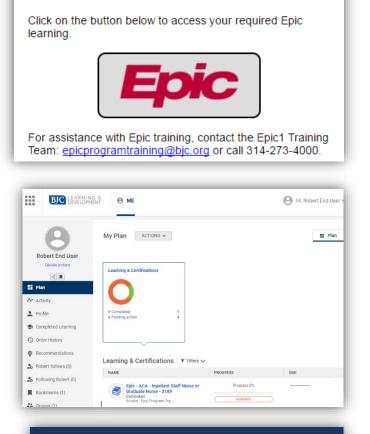
Login to Learn@Work

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 <u>epicprogramtraining@bjc.org</u>.



## Learning and Development Center If you have a BJC-NT ID, please use the STANDARD ACCESS TO SABA button To visit the BJC Institute for Learning and Development website, click the BJC STANDARD ACCESS TO SABA BJCLEARN If you are an external provider, referring physician (or their staff) without a BJC SABA button. For access to Saba's test environment, click the SABA SANDBO: ADMINISTRATIVE ACCESS TO SABA

## 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: <u>Do not</u> 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	🖻 Cal
Learning & Certifications					
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Learning & Certifications   <b>T</b> Filters <b>V</b>	PROGRESS	DUE		ACTIONS	
BJC - Corporate Compliance Annual Education - 2017 Curriculum Source : Epic Program Tra	Progress 0%			REG S	TER
Epic - ACA - Inpatient Staff Nurse or Graduate Nurse - 3189	Progress 0%			RE	TER
Source : Epic Program Tra	ASSIGNED				



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.

		Epic - ACA - Inpati 100 Course	and gray "Change Class" options. Saba may also display highlighted	SELECT CLASS
		Epic - ACA - Inpati 200 Course	"Recommended class" options.	SELECT CLASS
<b>~</b>	E.	Epic - ACA - Inpati 300 Instructor-Led	ent Nurse PENDING REGISTRATION	CHANGE CLASS
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<b>~</b>	E <b>-</b>	Epic - ACA - Inpati 400 Instructor-Led	ent Nurse PENDING REGISTRATION	CHANGE CLASS
Recom	mended (	lass ID: ACAILTA1371	Offered as: Instructor-Led At:BJC Learning Institute Annex Session De	tails
CA	ANCEL	COMPLETE	REGISTRATION	

## **Completing E-Learning**

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

To complete E-Learnings, 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.



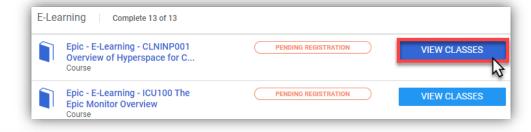
Find your Epic curriculum. Your Epic curriculum will have an icon that looks like a stack of books, begin with the word

"Epic," and say "Curriculum" underneath it. Click on the blue title on the left side of the screen.

Note: <u>Do not</u> 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.

My Plan ACTIONS V		Plan	≔ To-Do Lists 🗎 Cale
Learning & Certifications			
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BJC - Corporate Compliance Annual Education - 2017 Curriculum Source : Epic Program Tra	Progress 0%		REGIS ER
Epic - ACA - Inpatient Staff Nurse or Graduate Nurse - 3189 Curriculum Source : Epic Program Tra	Progress 0%		RE

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



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

<u>Narrow your results:</u> Start date:	Class ID : CLNINP001 Web-Based	ENROLL
	Language : English Duration : 00:10	
Delivery type:	View detail Attachments >	
	×	

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.

Return to curriculum     Watch more E-Learnings     Epic - E-Lean. Ing     (ID: 00007877)			
You have registered for the following class			
Class ID : ICU100 Web-Based		RE	
Language : English Duration : 00:10			
Attachments >			
Z Export Certificate Review		PRINT CE	
ACTIVITIES			
NAME	STATUS	ACTION	
ICU100 Epic Monitor Overview Score: 100 completed on: 30-JAN-2018	<ul> <li>Completed successfully</li> </ul>	REVIEW	

E-Learning * Complete 13 of 13		
Epic - E-Learning - CE002 Viewing a Patient's Care Ev Web-Based	SUCCESSFUL On 27-FEB-2017	PRINT CERTIFICATE
Epic - E-Learning - CLN058 Overview of a Navigator Web-Based	SUCCESSFUL On 14-JUL-2017	PRINT CERTIFICATE