



To ensure you're "Epic ready," the first step is to complete your e-learning proficiency assessment.

- Successful completion of the Epic e-learning proficiency assessment is *required* before you attend classroom training, because e-learning decreases the amount of time you spend in the classroom.
- If you have Epic experience, you can go straight to the proficiency assessment and test out of the e-learnings to fast track to the classroom. (Instructions are provided in this document.)
- CME credit is awarded for successful completion of the Epic e-learning proficiency assessment. For details, visit <http://epic.houstonmethodist.org/physicians/cme/>.

Select a link below to be directed to the information you need:

Accessing the E-Learnings via Houston Methodist Apps Center

- [Step 1 \(Required\): Access Houston Methodist Apps Center/Add Epic Training as Favorite App \(p. 2\)](#)
- [View the required e-learnings \(p. 4\)](#)
- [Test out of the e-learnings \(p. 7\)](#)

Tips You Can Use

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Physicians: Accessing Required Epic E-Learning



Access Houston Methodist Apps Center/Add Epic Training as Favorite App

1. Access the **Houston Methodist Apps Center** at apps.houstonmethodist.org.

(Note: If you're accessing the Houston Methodist Apps Center via a shared workstation or remotely from your personal computer for the first time, you'll be prompted to select whether you're using a public or private computer and enter your security questions before seeing the screen in step two below. If you haven't set up security questions or don't remember the answers, call the Physician's IT Help Desk Line at 832-667-5555.)

2. Enter your Houston Methodist **User name** (Network ID) and **Password** and click **Log On**.

A screenshot of the Houston Methodist login page. The page has a dark blue background. On the left is the Houston Methodist logo with the tagline 'LEADING MEDICINE'. On the right, under the heading 'Please log on', there are two input fields: 'User name:' and 'Password:'. A red box highlights these fields and the 'Log On' button below them.

*(Note: Depending on your browser, you may see the prompt below. If prompted, select the **I agree with the Citrix license agreement** check box and click **Install**. Once the installation is complete, click **Continue**.)*

A screenshot of a Citrix Receiver installation prompt. The background is dark blue. The text 'Install Citrix Receiver to access your applications' is at the top. Below it is a checkbox labeled 'I agree with the Citrix license agreement'. A red box highlights this checkbox and the 'Install' button below it. At the bottom, there are links for 'Security details' and 'Log on'.

3. Click the **+** sign on the left side of the window.

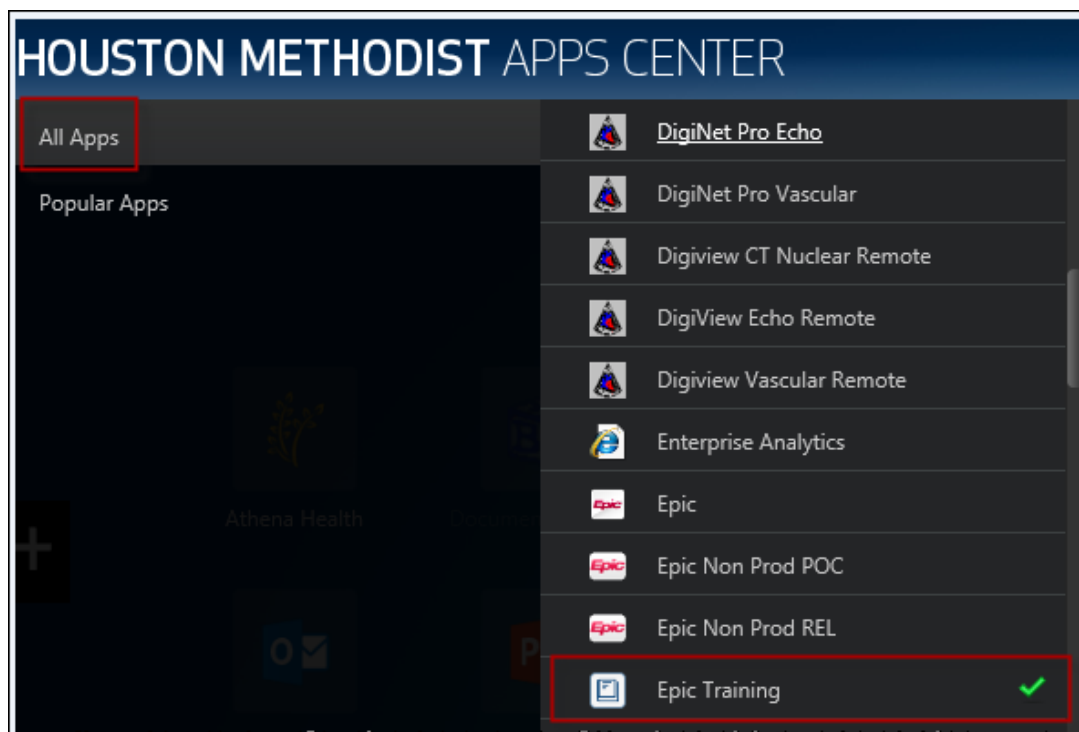


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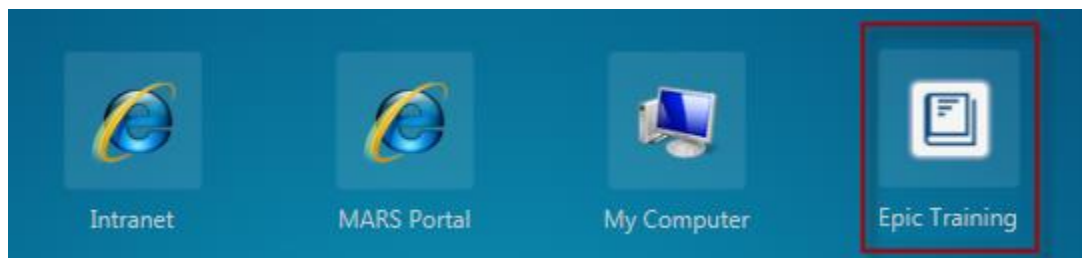
4. Click the **All Apps** hyperlink.
5. Locate and select the **Epic Training** app from the menu. The **Epic Training** app now displays on your **Apps Center** page.

*(Note: The **Epic Training** app will now remain on your **Apps Center** page each time you log in. The next time you log in, you won't have to complete steps 3-5.)*



6. Select the **Epic Training** app. The app loads in a browser window.

*(Note: Only click on the **Epic Training** app once. It may take a few seconds to load the window.)*



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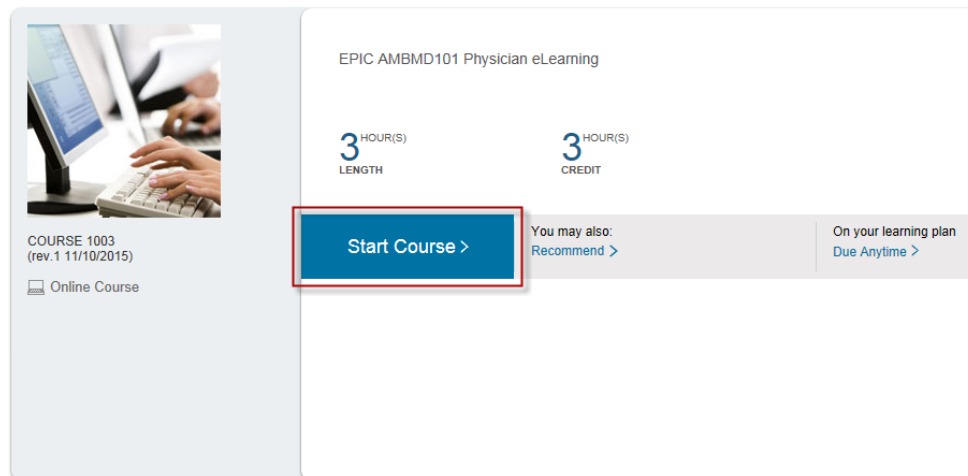
7. To view or test out of the required e-learning:

View the required e-learning:

a. Click the corresponding **Complete online course** link in your **To Do** list.



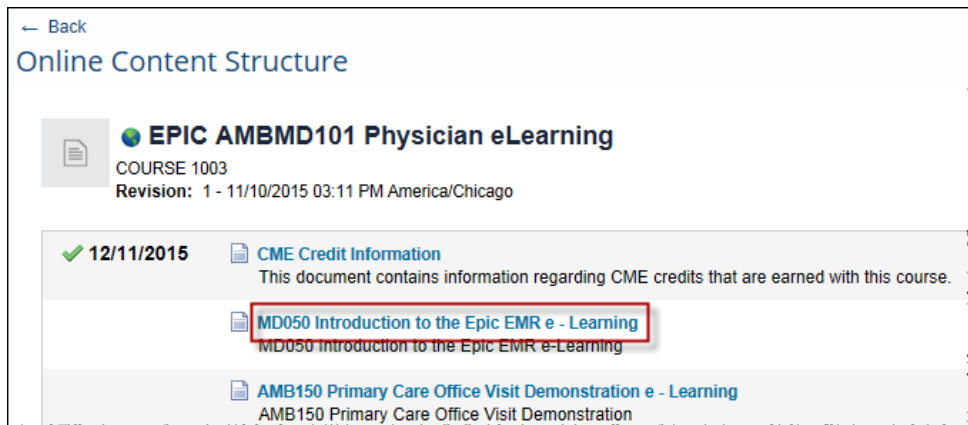
b. Click **Start Course**. The list of required e-learning displays.



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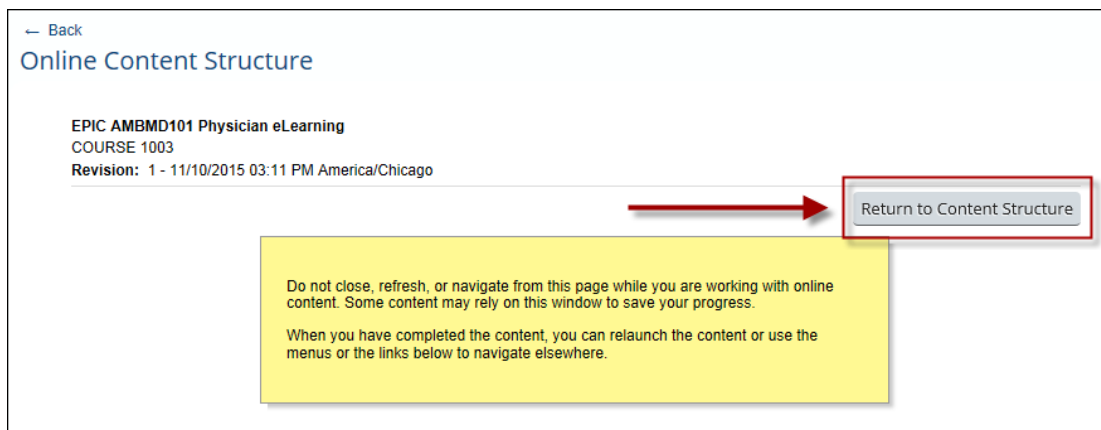


- c. Select the course title link to view the module.



- d. After viewing the module and exiting the browser window, you're returned to the screen below. Click the **Return to Content Structure** button to ensure your progress is saved.

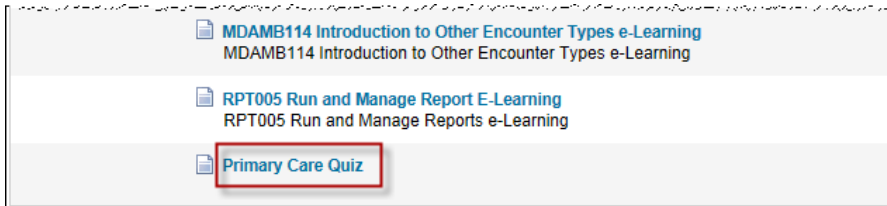
*(Important Note: If you don't click the **Return to Content Structure** button, your progress won't be saved and you won't receive credit for completing the module.)*



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- e. After completing all modules, click on the proficiency assessment, located at the bottom of the e-learning module list.



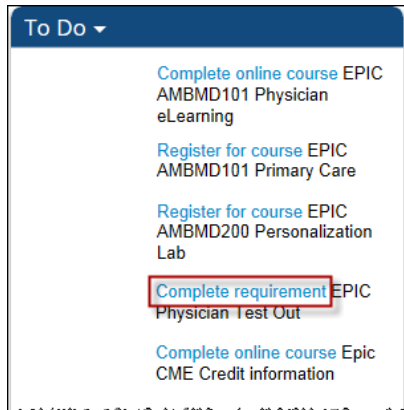
- f. Answer each question and click **Next**. When you're finished, click **Submit All**. Your score displays. Close the window that contains your score. Click the **Return to Content Structure** button to ensure your progress is saved.

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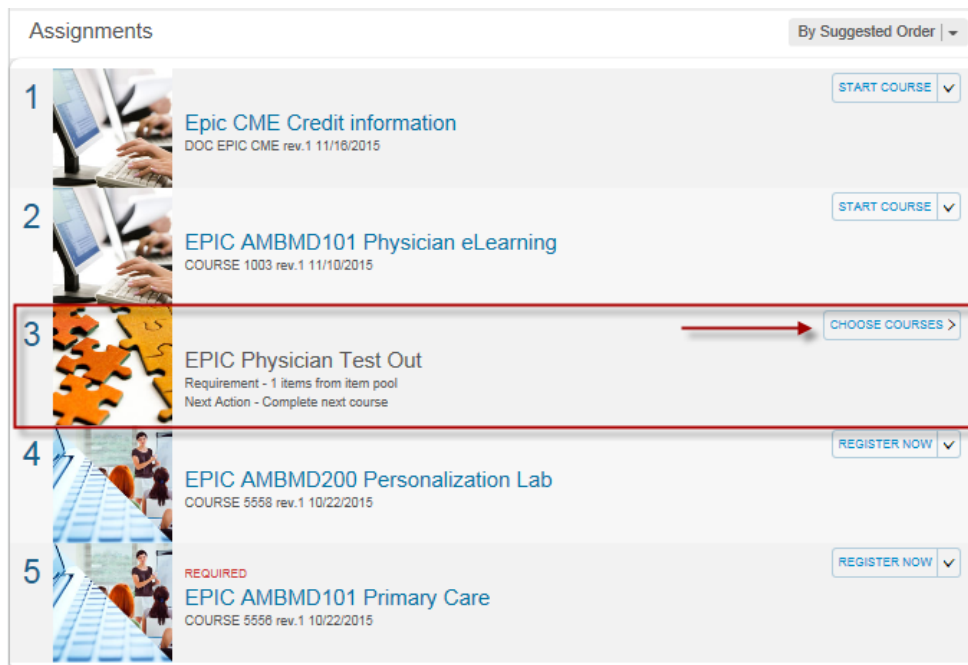


Test out of the e-learnings:

- a. Click the **Complete requirement** link next to the **Epic Physician Test Out** item.



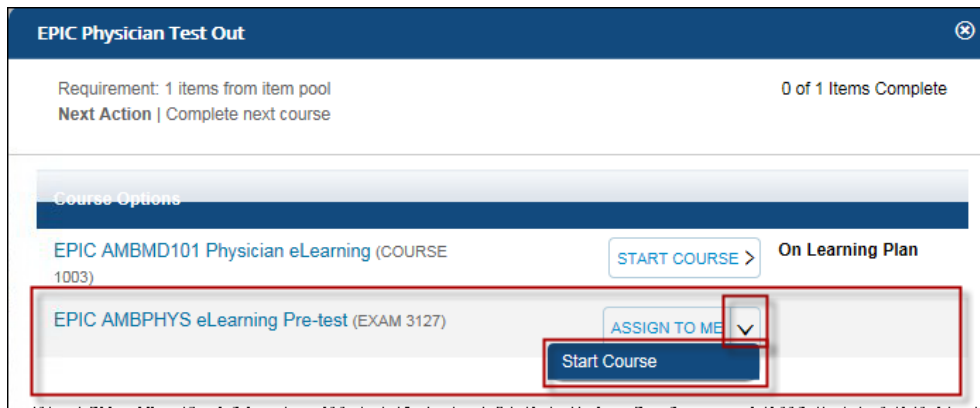
- b. Click the **Choose Courses** button to the right of the **Epic Physician Test Out** item.



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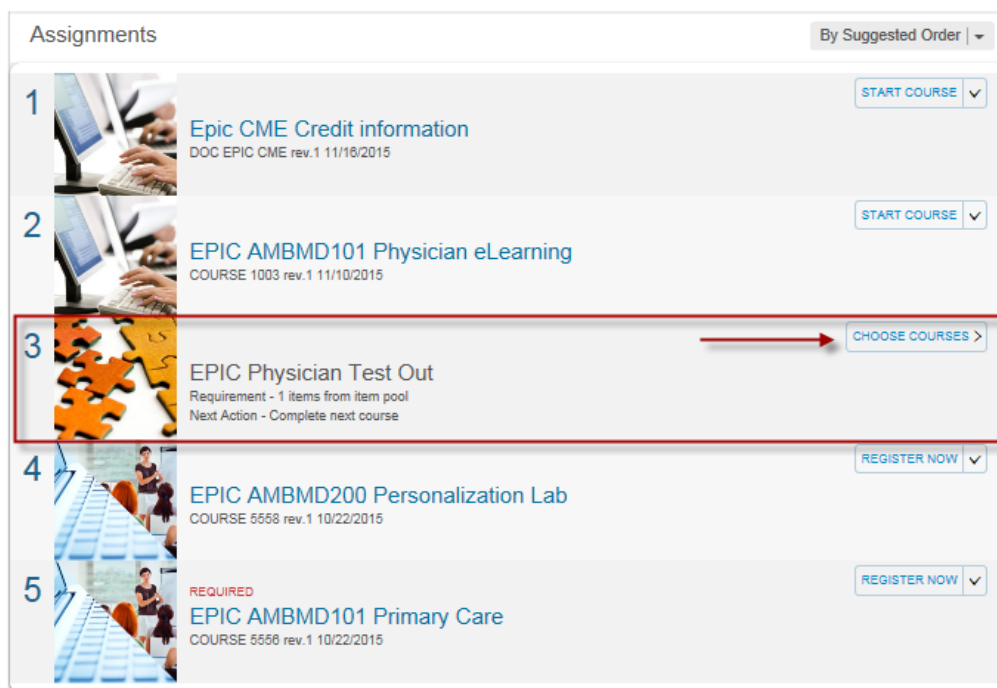
- c. Click the **Assign to Me** dropdown and select **Start Course**.



(**Note:** Depending on your browser, you may receive a prompt to allow pop-ups. If prompted, click the **Options for this site** button and select **Always allow**.)



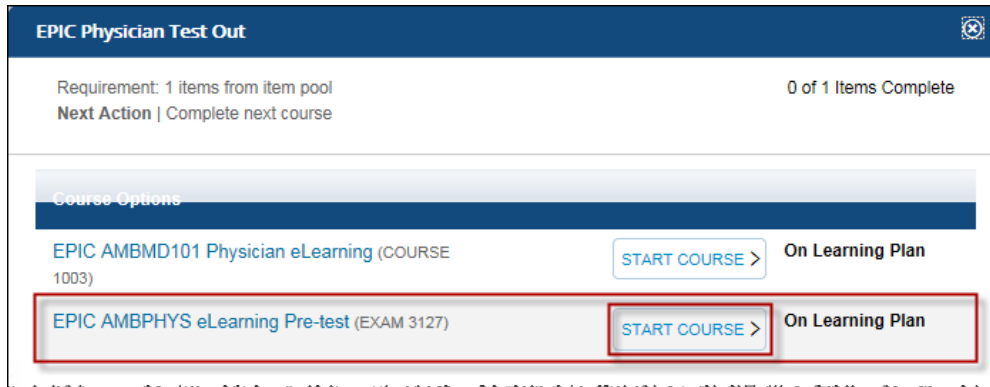
- d. Click the **Choose Courses** button to the right of the **Epic Physician Test Out** item.



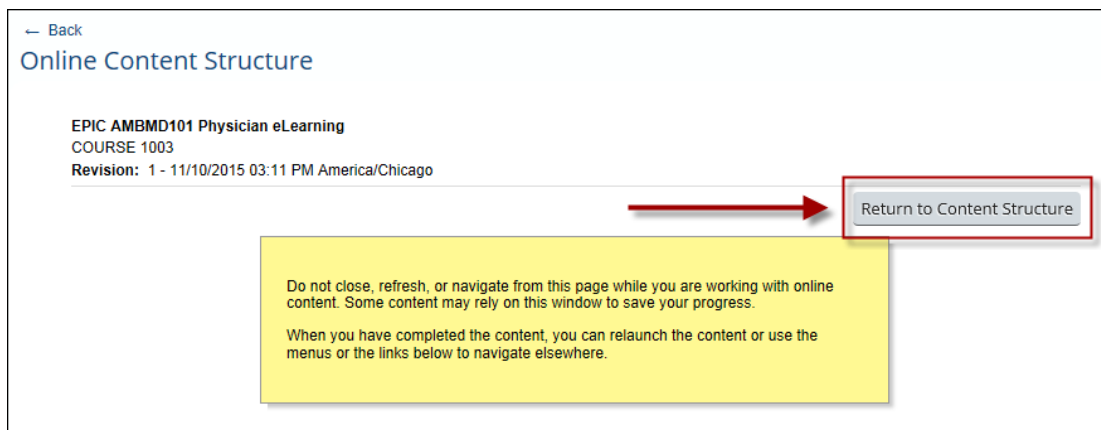
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- e. Click the **Start Course** button to the right of the e-learning pre-test.



- f. Answer each question and click **Next**. When you're finished, click **Submit All**. Your score displays. Close the window that contains your score. Click the **Return to Content Structure** button to ensure your progress is saved.



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Tips You Can Use

Setting Your PIN (First-Time Log In)

- If you're accessing the Houston Methodist Learning Management System (LMS SuccessFactors) for the first time, you will be prompted to **set a PIN**. You will not be prompted for it in the future.

A screenshot of the Houston Methodist Learning Management System (LMS) PIN setup screen. The page features the Houston Methodist logo at the top left and a 'Learning' dropdown menu at the top right. Below the logo is the text 'My Learning'. The main content area has a header with the Houston Methodist logo and the text 'LEADING MEDICINE'. Below this header is a section titled 'PIN' with the instruction 'Please create an electronic signature PIN of no more than 40 characters.' There are two input fields: 'New PIN:' and 'Verify PIN:'.

HOUSTON
Methodist
LEADING MEDICINE

Learning ▾

My Learning

HOUSTON
Methodist
LEADING MEDICINE

PIN
Please create an electronic signature PIN of no more than 40 characters.

New PIN:

Verify PIN:

Allowing Pop-Ups

- If prompted, **Always allow** pop-ups from **themethod.plateau.com** to ensure you are able to view all course content.



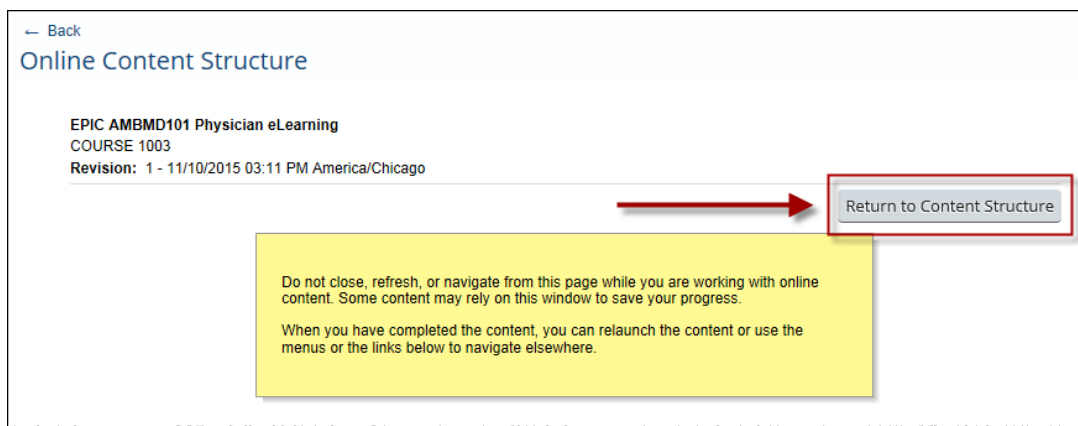
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Saving Your Work

- After viewing a module and exiting the window, you're returned to the screen below. Click the **Return to Content Structure** button to ensure your progress is saved and navigate back to the list of e-learning modules. Do not close or refresh the screen below.

*(Important Note: If you don't click the **Return to Content Structure** button, your progress won't be saved and you won't receive credit for completing the module.)*



Who to Contact with Issues/Questions

- If you need technical assistance, contact the Physician's IT Help Desk Line at 832-667-5555.
- If you have Epic training questions, contact epictraining@houstonmethodist.org.