

Access LMS Training Online

Create an External LMS Account



Online Learning via SuccessFactors Learning Management System (LMS)

1. Navigate to the website:
<https://themethod.plateau.com/learning/user/portal.do?siteID=HoustonMethodist&landingPage=login>
2. Enter your **Employee #** and **Password**.
3. Click **Submit**.
4. **If you forgot your Employee #:**
 - a. Click **Forgot Employee #?**.
 - b. Enter your email address.
 - c. Click **Submit**.
 - d. You will receive an email with your **Employee #**.
5. **If you forgot your Password:**
 - a. Click **Forgot Your Password?**.
 - b. Enter your **Username**.
 - c. Click **Submit**.
 - d. You will receive an email to reset your password.
6. **If you don't have an account:**
 - a. Go to the section below, **Create an External Learner Account in SuccessFactors**, and follow the steps to create an account.
 - b. Once you've created an account and have access, follow the steps below under **Register and Complete the Required Epic Training** to locate your course and complete training.

Register and Complete Required Epic Training

1. After successfully logging in, locate the **Find Learning** tile.
2. Enter the **Course Number** or **Course Name** in the **search** field.
3. Click the **Go** button.
4. Hover your mouse over the course, click the **Start Course** hyperlink.
5. Watch the training video.
6. **Note:** Epic access is granted the business day following training completion.

For questions, contact Epic Training at epictrainingmd@houstonmethodist.org.

Create an External LMS Account

1. Navigate to the website:
<https://themethod.plateau.com/learning/user/portal.do?siteID=HoustonMethodist&landingPage=login>
2. Under **New User**, click the **Click here to register** hyperlink.
3. Be sure to complete all **Required Fields** (marked with an *) on the **Account Information** screen.
 - i. The **Employee #** can be any eight-character numeric or alphabetic identifier. (*The **Employee #** is a username. You can **create** an **Employee #** if you don't know your Houston Methodist number.*)
 - b. If you have a Houston Methodist login, use your HM username and password to log in.
4. Click **Submit**.



Write down your username and password. You'll need it each time you log into the site.