

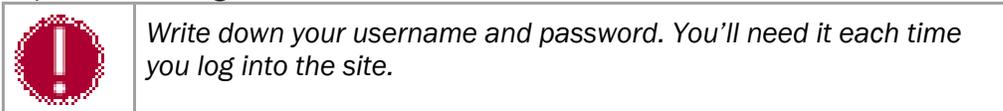
# Create an External Learner Account in SuccessFactors



Audience: Providers

## Instructions

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.
  - a. The **Employee #** can be any eight-character numeric or alphabetic identifier.
    - i. (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 the **Submit** button

## Register and Complete the 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.

**Note:** Epic access is granted the business day following training completion.

For questions, contact Epic Training at [epictrainingmd@houstonmethodist.org](mailto:epictrainingmd@houstonmethodist.org).