# STUDENT GUIDE TO:

Accessing Learn for Epic Training

This document contains information regarding the following three activities:
- Activating your CommonSpirit Account & Finding the LEARN platform
- Navigating the LEARN System to complete your training
- Resetting your Password

NEW USER
**FIRST TIME LOG ON** instructions for activating username:

1. Student/Instructor must call the IT Customer Service Center for the first time they log into the system. The phone number is (855)321-4200.
2. Student/Instructor will need to give their name and PIN (which is the last 4 of the SSN or 4-digit identifier that was previously issued by the school).
3. **IT should at this time assist in setting up Duo Mobile. If they don't mention it – PLEASE ASK FOR ASSISTANCE IN SETTING UP DUO MOBILE!**
4. Once IT has activated your username, and given you a password, go to centura.workspaceoneaccess.com using Google Chrome and sign in.
   - You need to use your CommonSpirit issued login ID and password.
   - DUO authentication is required
5. Select Apps in the toolbar and search for LEARN
   - Click the star to favorite
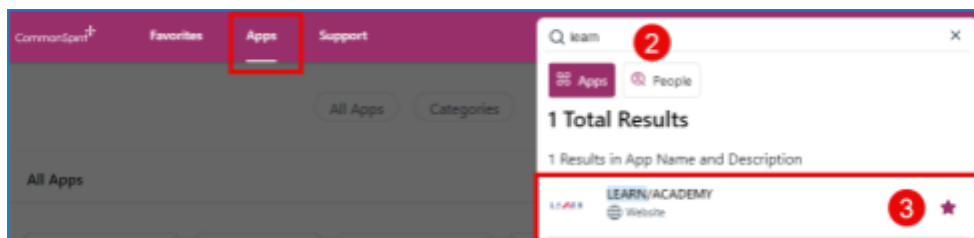
6. Select Favorites from the tool bar
7. To access LEARN and Epic training, click the LEARN icon
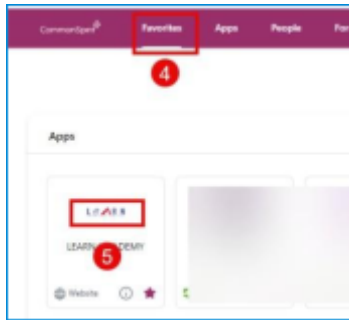
8. The Microsoft sign in window will display
   ○ Enter your <userid>@centura.org
   i.e. bfife2@centura.org
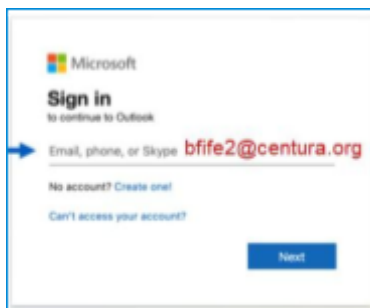
Finding Epic Training in LEARN

1. When LEARN opens, click **Continue** on the bottom of the home page
2. To see assigned learning, select the **To Do** tab.(IF YOU DON'T SEE IT AT THE TOP, SCROLL DOWN TO BOTTOM OF PAGE AND LOOK UNDER "SITE MAP" LIST.
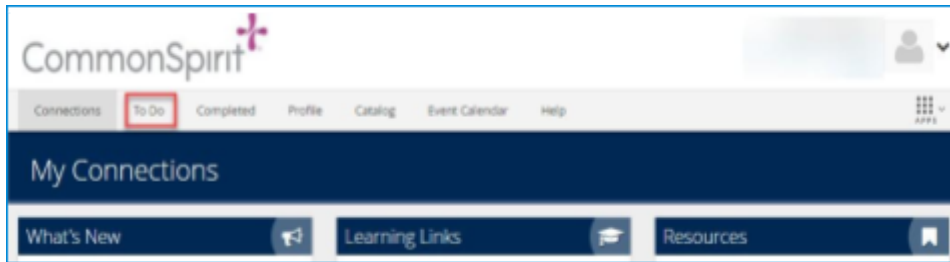
3. All required Epic/Pyxis eLearning Classes will already be assigned to you, you do not self-assign any modules. If you do not see any courses assigned, **please reach out to Sarah at Sarah.Pace@CommonSpirit.org**, as sometimes the auto-assignments do not trigger for certain job roles.

4. Click either the blue name or the Start button to start an assignment.

5. There will be multiple lessons within your training. Select **start** on the first lesson
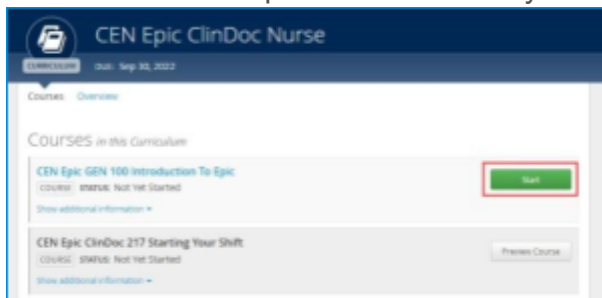

6. The lessons are interactive, and each lesson must be completed prior to moving to the next. Note: *If you attempt to advance through the lesson too quickly, the system freezes and does not let you proceed forward.* Try watching again, and/or log out and back in

7. The last lesson is the EUPA (Exam). You will have three attempts to successfully pass the exam with at least 85%.

If you encounter issues, please contact Sarah at Sarah.Pace@CommonSpirit.org prior to contacting IT for assistance.
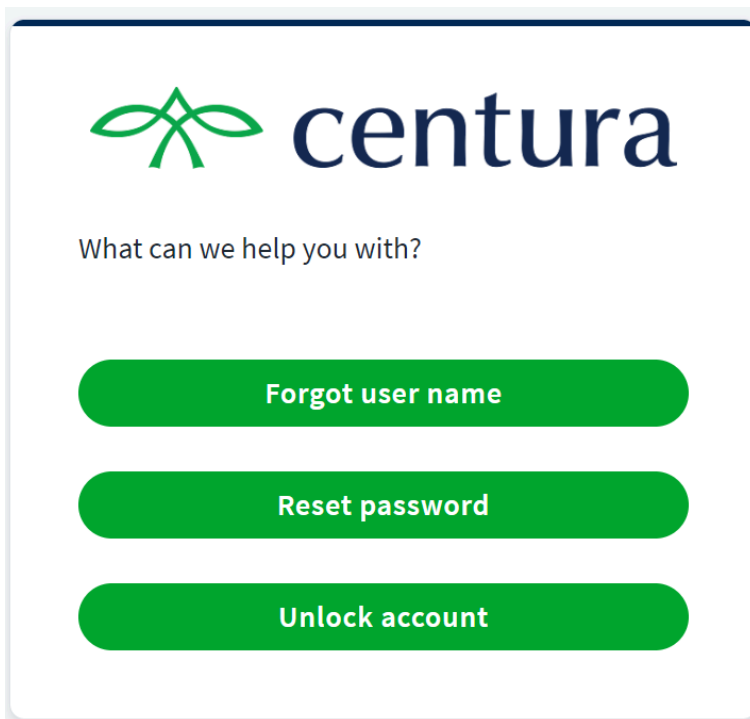
Please aim to complete training within one week of assignment to ensure access is granted prior to the start of your clinical.

How to Reset Your Password
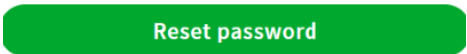
1) Launch your favorite web browser.
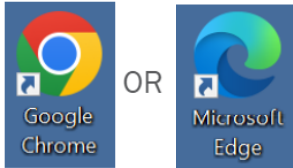
2) Navigate to: https://centura.identitynow.com/passwordreset
    ○ Choose a password that is at least 15 characters in length using a combination of uppercase and lowercase letters, digits and symbols
    ○ Change your password every 90 days
    ○ Avoid previously used passwords

3) Select **Reset Password.**
    ○ Enter your Centura Username (Typically this is the first letter of your first name, then several letters of your last name, and possibly a number, e.g., jsmith27).
    ○ Choose your preferred method to confirm your identity and select **Continue**.

Thanks, **jtester**. To make sure the right person is resetting your password, we always check in with you. Choose a method:

○ Send code as text alternate phone

○ Send code as voice message alternate phone

4) You will receive a code via text, email, or DUO (depending on what you previously selected).
5) Enter the received code. If you do not receive a code, you may choose another method by selecting **Choose Another Method**.

New password

Enter your **New password**.

Confirm new password

Confirm new password

6) Select **Change password** after you have created a password that meets all requirements. Upon a successful password reset, you will receive notification in the browser and via email.

Change password

Mobile Devices
If you previously saved your Centura password on a mobile device (cell phone, tablet, etc.), then you will need to log out of that device, then log back in with your new password.

Important Note
This method **may not work** if your account has expired, which typically occurs if you have experienced a break from clinicals. If you are in this situation, you will need to **contact IT** using the information at the top of this document, with the exception of informing the answering tech that you already have an account and require account reset assistance. (A ticket has already been entered, but your account is dormant.) **Please remember to request assistance with DUO while on this phone call.**