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|  | Introduction |

You have been registered in an ***Epic Instructor Led Training (ILT) Course***. Due to the COVID-19 situation, this course has been converted to a virtual learning experience. In order to receive credit for completing the ILT course and gain access to Epic, completion of the eLearnings and post-testis **required**. This tip sheet will help you locate those items in the **TO DO** tab of My Learning and Performance.

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|  | Instructions |

Go to the **To Do** tab. You can filter to find the course by clicking on the **Assigned Learning** tab.



**Locate** the Epic courses that you are enrolled in: **Epic Ambulatory Physician (eLearnings)** & **Epic Ambulatory Primary Care Provider**. Click on the **course title** or on the **Start** button.





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|  | eLearning |

Begin with the eLearnings course. Estimated total time to complete this is 1 hour. Each eLearning will unlock as you complete the one before. When all are complete, return to your To Do tab.



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|  | Post Test |

After you have attended your virtual class, Start the Provider course.



If you **have not** already previously opened the course, there will be an option to View and Open the Class Guide and Exercises. Click the green **Open** button.



If you are in Chrome, the attachment will pop up at the bottom of the screen. You can **open** and print or **save** as needed. This will be the same for the Exercises document.



If you are in Internet Explorer, a dialogue box will pop up. Click the **open** button.



After you open and save or print the documents, a Course Attachment box will pop up asking if you have completed the documents. Click – **Yes, Mark it complete.**

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After opening the Class Guide and Exercises documents, and after the virtual class session has been graded by your instructor, the Post-Test will be available to start.

**Click on the course title**, and then the green **START button** to open the test.





After successful completion of the test, the ILT course will then transfer over to your **Transcript/Completed** tab with the estimated class time.