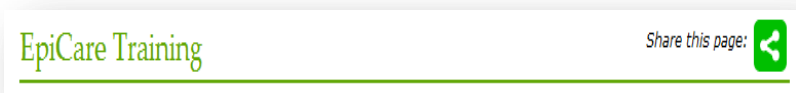

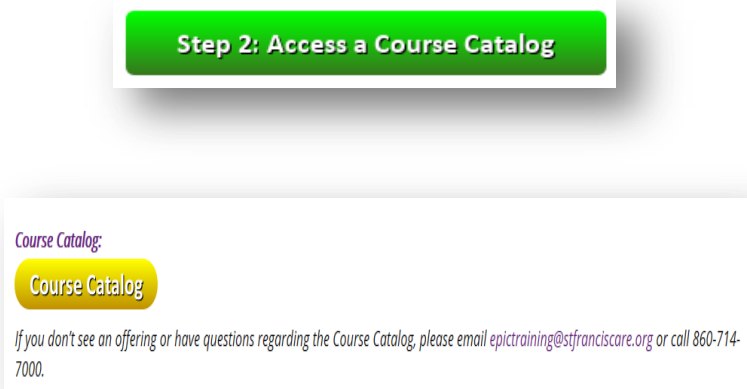



How to Register for Class in HealthStream

Use the table below to learn how to register for EpiCare classes in HealthStream for administrators who are enrolling staff in classroom training sessions.

Email epctraining@stfranciscare.org with any questions regarding this process.

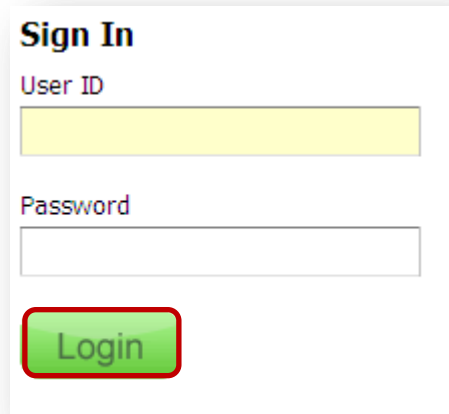
Directions	Picture
<p>Step 1</p> <p>Click the hyperlink below to access the Epic Training Website.</p> <p>SFH EpiCare Training Website</p>	 <p>EpiCare Training Share this page: </p>
<p>Step 2</p> <p>To determine classes available for registration, access a course catalog.</p> <p>Click the green button Step 2: Access a Course Catalog.</p> <p>Click the yellow Course Catalog button.</p>	 <p>Step 2: Access a Course Catalog</p> <p>Course Catalog: Course Catalog</p> <p><i>If you don't see an offering or have questions regarding the Course Catalog, please email epctraining@stfranciscare.org or call 860-714-7000.</i></p>
<p>Step 3</p> <p>Click the green button Step 3: Register for Training.</p> <p>To access HealthStream, click the HealthStream Login Button.</p> <p>Can't use the Login button? Use this link: HealthStream Login</p>	 <p>Step 3: Register for Training</p> <p><i>HealthStream Registration:</i> HealthStream Login</p>

Step 4

Enter your **User ID** and **Password**.

Note: If you are not a hospital employee, email epctraining@stfranciscare.org to request your User ID.

Click **Login**.



The image shows a 'Sign In' form. It has a title 'Sign In' at the top. Below the title are two input fields: 'User ID' and 'Password'. The 'User ID' field is highlighted with a yellow background. Below the 'Password' field is a green 'Login' button with a red border.

Step 5

Office managers will register staff for training.

Note: Employees of Saint Francis Hospital/Mount Sinai or its affiliates can self-enroll. Follow the self-enroll instructions.

Click the radial button next to **Administrator**.

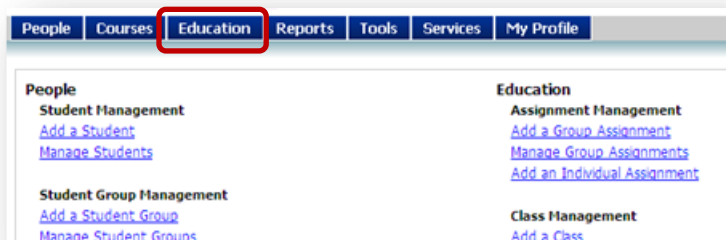
Click **Proceed with Login**.




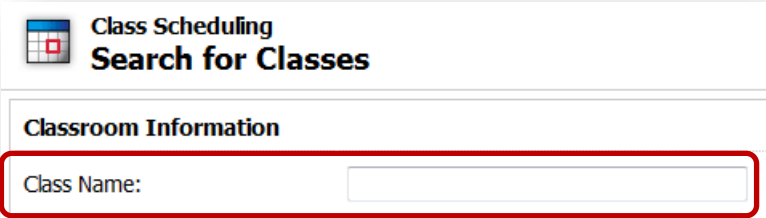
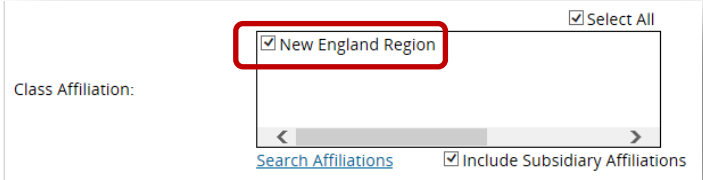
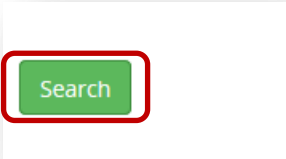
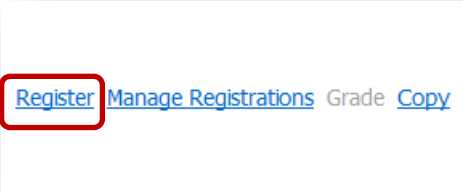
The image shows the Trinity Health logo at the top. Below it is a 'Select Affiliation' form. The form has two main sections: 'Administrator' and 'Student/Manager'. The 'Administrator' section has a radio button selected next to 'NER - New England Region'. The 'Student/Manager' section has a radio button next to 'HF - St. Francis Hospital & Medical Center/Mt Sinai Rehab'. At the bottom of the form is a checkbox labeled 'Make this my default selection on this computer.' and a 'Proceed with Login' button.

Step 6

Click the **Education** tab.



The image shows a navigation menu with tabs: 'People', 'Courses', 'Education', 'Reports', 'Tools', 'Services', and 'My Profile'. The 'Education' tab is highlighted with a red border. Below the tabs is a list of links under two main categories: 'People' and 'Education'. Under 'People', there are links for 'Student Management', 'Add a Student', and 'Manage Students'. Under 'Student Group Management', there are links for 'Add a Student Group' and 'Manage Student Groups'. Under 'Education', there are links for 'Assignment Management', 'Add a Group Assignment', 'Manage Group Assignments', 'Add an Individual Assignment', 'Class Management', and 'Add a Class'.

<p>Step 7</p> <p>Under Classroom Management, click Manage Classes.</p>	 <p>The screenshot shows a 'Class Management' section with three links: 'Add a Class', 'Manage Classes' (highlighted with a red box), and 'View Calendar'. Below this is an 'Other Learning Event Management' section with two links: 'Add a Learning Event' and 'Manage Learning Events'.</p>
<p>Step 8</p> <p>Access the Course Catalog.</p> <p>Copy and paste (Ctrl + C and Ctrl + V) or type the COURSE NAME from the Course Catalog into the Class Name field in HealthStream.</p> <p>If you prefer, you can type the name in the Search field.</p>	 <p>The screenshot shows the 'Class Scheduling Search for Classes' interface. Under the 'Classroom Information' section, the 'Class Name:' text box is highlighted with a red box.</p>
<p>Step 8</p> <p>All courses and classes for EpiCare training have been built at the New England Region (NER) level. Leave the New England Region checkbox checked.</p>	 <p>The screenshot shows the 'Class Affiliation' section with a list of checkboxes. The 'New England Region' checkbox is checked and highlighted with a red box. Other options include 'Select All' (checked), 'Search Affiliations', and 'Include Subsidiary Affiliations' (checked).</p>
<p>Step 9</p> <p>Click Search.</p>	 <p>The screenshot shows a green 'Search' button highlighted with a red box.</p>
<p>Step 10</p> <p>Next to the Class Name, click Register.</p>	 <p>The screenshot shows a row of links: 'Register' (highlighted with a red box), 'Manage Registrations', 'Grade', and 'Copy'.</p>

Step 11
Type the staff member's first and last name.

Step 12
Click **Search**.

Step 13
Place a checkmark next to the staff name you wish to register for class.
Click **Continue**.

Step 14
Click **Register**.

If the registration was successful, you will receive a confirmation.

Need Help?
epctraining@stfranciscare.org