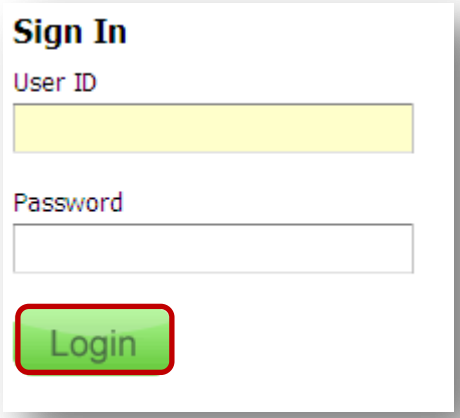
How to Un-Enroll Staff in HealthStream

Use the table below to learn how to un-enroll staff for classes in HealthStream.

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

Directions	Picture
Step 1 Access HealthStream. Click the link below. HealthStream Login	
Step 2 Enter your ***User ID*** and ***Password.*** **Note:** If you are not a hospital employee, email **epictraining@stfranciscare.org** to request your User ID. Click ***Login.***	

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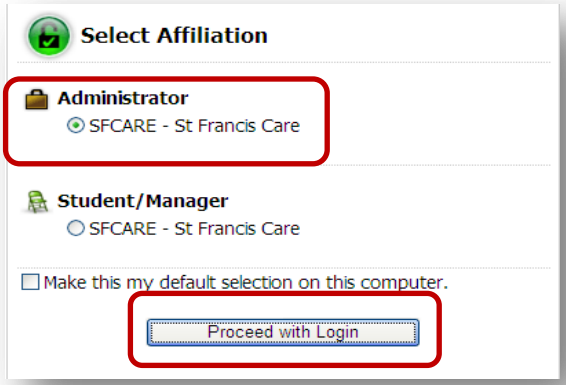
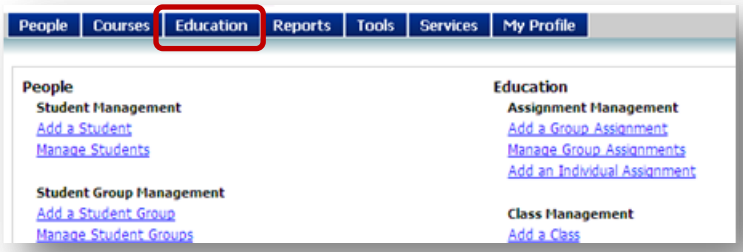
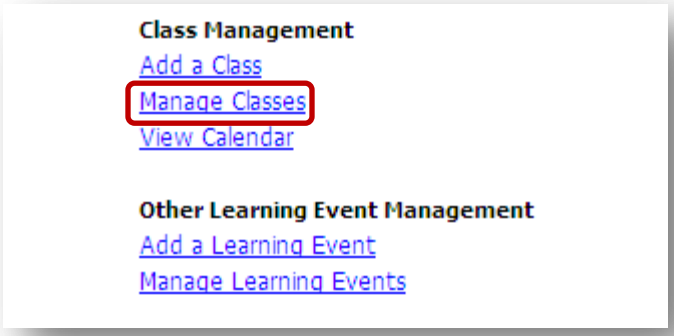
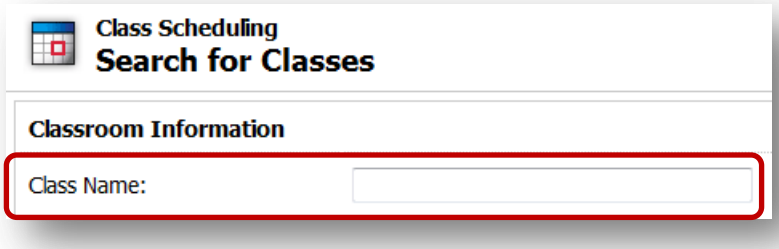
Step 3 Click ***Administrator.*** Click ***Proceed with Login.***	
Step 4 Click the ***Education*** tab.	
Step 5 Under Classroom Management, click ***Manage Classes.***	
Step 6 Search for the class your staff is currently registered. Type the Class Name in the ***Class Name*** field.	

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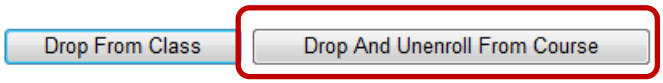
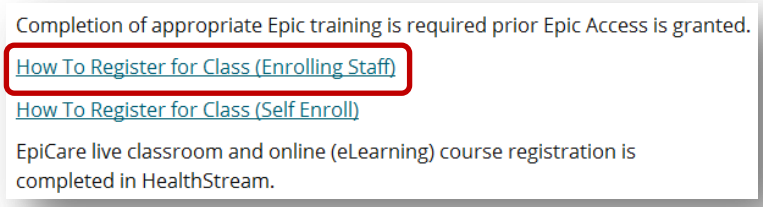
Step 7 Click ***Manage Registrations.***	
Step 8 Click the ***Drop*** checkbox under the staff name.	
Step 9 Click ***Drop And Unenroll From Course***. This will allow you to re-register staff for another class date/time or also another course entirely if you enrolled a staff member in the wrong course. Refer to the *How-To Register for Class (enrolling staff)* directions on the SFH EpiCare Training Website (Step 3: Register for Training) if you need assistance.	 
Need Help? epictraining@stfranciscare.org	

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