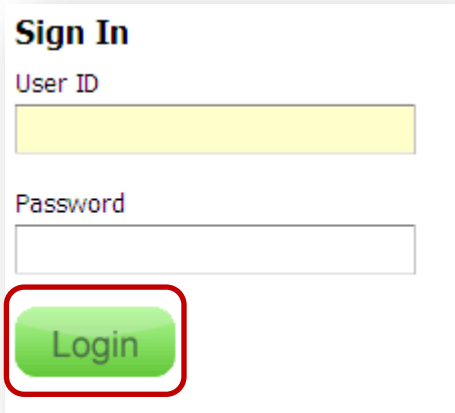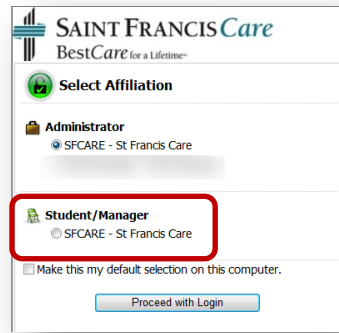# How to View Class Schedules in HealthStream

Use the table below to learn how to view class schedules in HealthStream for training. This will assist you in determining class registration schedules for staff.

Note: This tip sheet assumes you have access to the Catalog tab (Step 3) as a student in HealthStream.

If you do NOT have access to the Catalog tab (Step 3), please route all registration requests to **epictraining@stfranciscare.org**.

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.**	

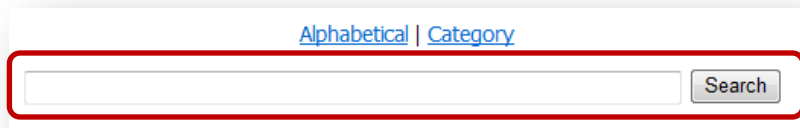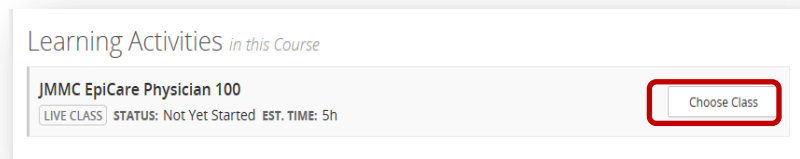|	
Note: If you are presented with the screen, you have dual roles in HealthStream. Choose the radial button next to **Student/Manager**.	SAINT FRANCIS *Care* BestCare for a Lifetime® **Select Affiliation** **Administrator** ● SFCARE - St Francis Care **Student/Manager** ○ SFCARE - St Francis Care ☐ Make this my default selection on this computer. Proceed with Login
Step 3 Click the **Catalog** tab.	To Do Completed Profile ˅ Catalog Help 🚗 Take a Tour My To-Do List
Step 4 In the Search field, type **the course name.** Click **Search**.	Alphabetical | Category [ ] Search
Step 5 Depending on how much information you type in the Search field, you may see a list of courses. Click the **course name** to choose a course.	JMMC EpiCare Physician 100 COURSE **ACTIVITIES:** Live Class Show additional information ˅ JMMC EpiCare Physician 200 COURSE **ACTIVITIES:** Live Class Show additional information ˅
Step 6 To view the class schedule for a course, click the **Choose Class** of the course you wish to view.	Learning Activities *in this Course* JMMC EpiCare Physician 100 LIVE CLASS **STATUS:** Not Yet Started **EST. TIME:** 5h Choose Class
Step 7	
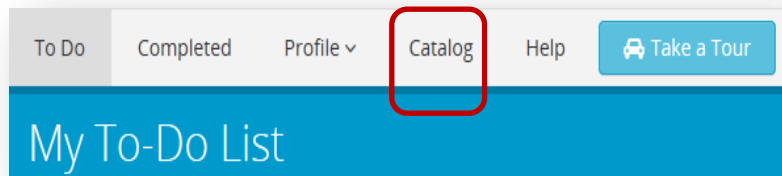
A list of available class dates and times display. Information available includes **Class Name, Date and Location.**	Classes **JMMC EpiCare Physician 100** LIVE CLASS **LOCATION:** Evergreen Health Care Center(JMMC Classroom #1) Wed Feb 3, 2016, 7:00am ET Register **JMMC EpiCare Physician 100** LIVE CLASS **LOCATION:** Evergreen Health Care Center(JMMC Classroom #1) Wed Feb 3, 2016, 1:00pm ET Register
Need Help? epictraining@stfranciscare.org	