# How to Self-Enroll and View E-Learning Courses in HealthStream

Use the table below to self-enroll and view E-Learning courses using HealthStream for Epi*Care* training.

**Note:** Some eLearning modules are considered pre-requisites to Epi*Care* classroom training and need to be completed before attending classroom training sessions.

**Note:** You may already be enrolled in required Epic eLearning courses as part of your overall Epic training track/plan. Use these instructions only to enroll in individual eLearnings as needed for extra support or training.

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

| Directions | Picture |
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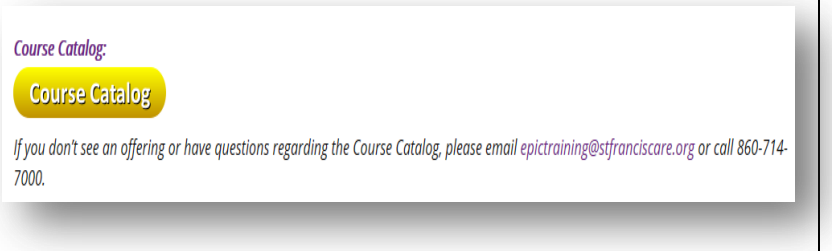
| **Step 1**<br><br>Click the hyperlink below to access the Epic Training Website.<br><br>SFH EpiCare Training Website | |
| **Step 2**<br><br>To determine E-Learning courses available for registration, access a course catalog.<br><br>Click the green button ***Step 2: Access a Course Catalog.***<br><br>Click the yellow ***Course Catalog*** button. | <br>  |
| **Step 3** | |

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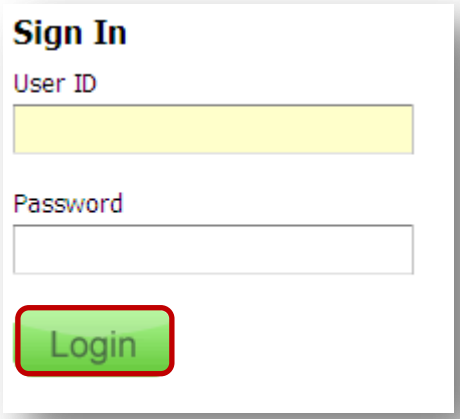
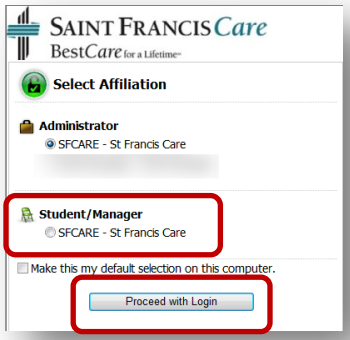
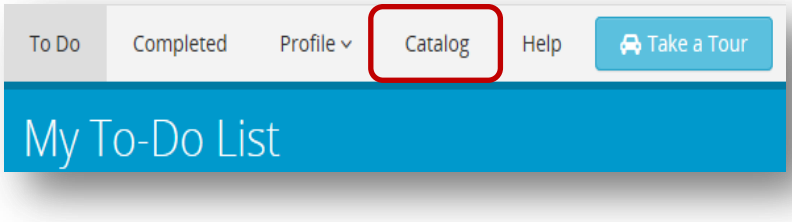
| To access HealthStream, click the ***HealthStream*** Login Button.<br><br>Can't use the Login button?<br>Use this link: HealthStream Login | |
| **Step 4**<br><br>Enter your ***User ID*** and ***Password.***<br><br>**Note:** If you are not a hospital employee, email **epictraining@stfranciscare.org** to request your User ID.<br><br>Click ***Login.*** |  |
| **Note:** If you are presented with the screen, you have dual roles in HealthStream. Choose the radial button next to **Student/Manager**.<br><br>Click ***Proceed with Login.*** |  |
| **Step 5**<br><br>Click the **Catalog** tab. |  |
| **Step 6**<br><br>Copy (Ctrl + C) the eLearning course number from the Course Catalog. | |

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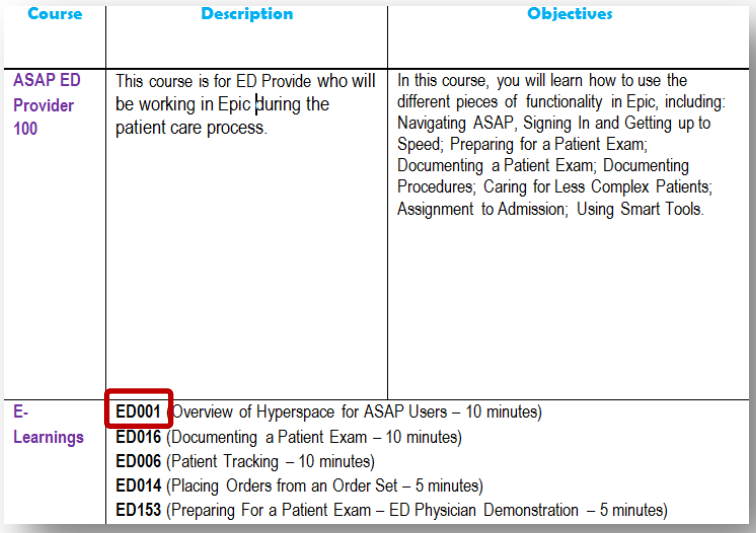
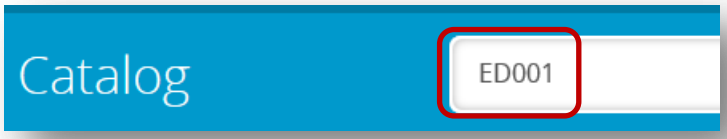
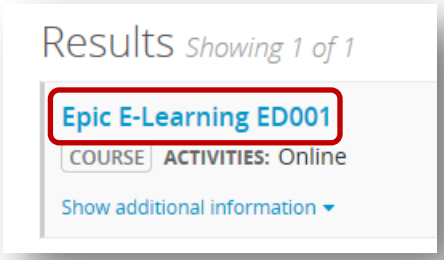
| |  |
| **Step 7:**<br><br>Paste (Ctrl + V) the E-Learning course number in the HealthStream **Search** field.<br><br>Click **Search** or press ***Enter.***<br><br>**Note:** As an alternative, you can type the name of the eLearning course into the search field in HealthStream. |  |
| **Step 8**<br><br>Click the ***course blue hyperlink*** in HealthStream. |  |
| **Step 9**<br><br>Click ***Enroll In This Course.*** | |

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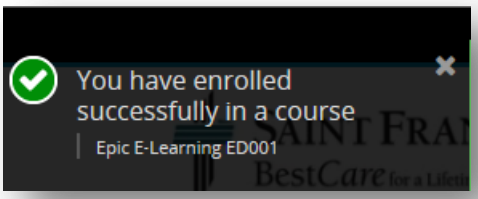
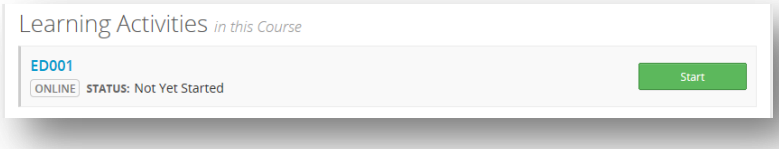
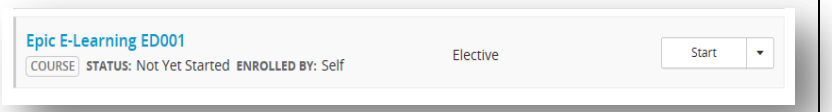
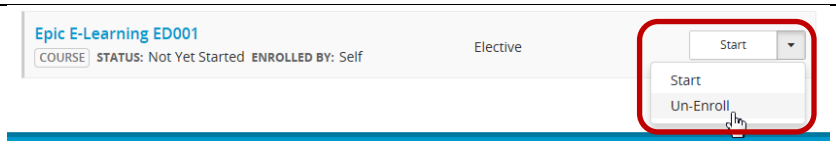
| **Step 10**<br><br>You are now enrolled in the eLearning and can view the course.<br><br>Click ***Start*** to view the course.<br><br>Once enrolled in all eLearning courses, they will all display under the HealthStream **To Do** tab.<br><br>To access an ELearning course at any time, click ***Start.*** |  <br>  <br>  |
| **Note:** You can also Un-enroll from this page. To do this, click the ***course blue hyperlink*** under dropdown next to Start and choose ***Un-Enroll.*** |  |
| Need Help?<br>epictraining@stfranciscare.org | |

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