



# Epic U Provider Registration

## **Accessing the Epic U Learning Management System**

Prior to accessing Epic U from offsite, you will need to ensure you have claimed your UAB username. Information on this process can be found in an email from UAB Medicine HSIS [uabmedicinehsis@uabmc.edu](mailto:uabmedicinehsis@uabmc.edu).

\*\*If you are unable to find this message, please contact the UAB StVincent's Helpdesk at (205) 502-9990

Prior to accessing Epic U from offsite, you will also need to set up Multi-Factor Authenticator (MFA)

\*\*If you have not already set up MFA on site, you will need to do so using a UAB maintained HP Computer. If you need assistance, please contact the UAB St. Vincent's Helpdesk at (205) 502-9990.

### 1. Go to <https://training.epic.com/EndUserTraining>

- Log in with your UAB AD Username and password.
- If this is your first time accessing the Epic UserWeb, you will need to register your account.
  - Select "UAB Medicine" for the organization.
  - Log in using your AD Username (@uabmc.edu) and password.
  - If you do not know your UABMC AD Username and/or password, contact the UAB St. Vincent's Helpdesk at (205) 502-9990.
  - After registering, you may be directed to the Epic UserWeb homepage. From there you will navigate back to <https://training.epic.com/EndUserTraining>

### 2. Once you log into Epic U, update your preferred contact email to receive notifications on class registration. \*For those who do not have an active uabmc.edu email, you will need to add a preferred contact to receive any Epic U communication.

- Click your name in the top right corner.
- Click "Edit your profile."
- Select "Change" under "Preferred Email Contact".
- You will not be able to change the Work Email, but your notifications will be sent to the Preferred Contact Email listed.

## **Registering for Classroom Training**

### 1. **To begin registering for classes**, select "Start Registration".

### 2. Under "Registration Needed" you will see a list of classes that you will need to register for.

- Select each class to view and register for an available offering.
- You will register for your required pre-go-live classroom training and post-live efficiency training.

### 3. Once you find an offering that works for your schedule, select the class to register.



# Epic U Provider Registration

- Pay close attention to the location of the class. Some users will see classes held at St. Vincent's Birmingham, St. Vincent's East, and/or virtual classes. (Below, you will see an example of a STV East location offering)

4. Perform the above registration steps for each class requiring class registration.
5. Some classes may require a pre-requisite class to be completed. **If a pre-requisite class is not completed in time for an offering of the follow-up class**, Epic U will indicate that the prerequisites are not yet complete, and a different offering should be selected. You must complete pre-requisites in order.
6. **Once you have registered for a class**, you will be able to view the class, date, time, and location under "Registered Sessions".
7. Once you see that all classes have a corresponding "Registered Session" are finished registering for class. Congratulations! You have successfully completed your registration.  
You will receive further instructions as we get closer to our training window.

## Registration Assistance

**If you need assistance with your UAB AD Username and/or password reset** or need assistance with setting up Multifactor Authenticator, contact the UAB Helpdesk at (205) 502-9990

**If you need assistance navigating Epic U**, please attend one of our virtual open office hours February 17<sup>th</sup> thru April 10<sup>th</sup>, offered Tuesday and Thursday 7am-8am and 2pm-4pm.

- Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 212 839 866 586 17

Passcode: Kv6y7Ei3

## Registration FAQs

**What if I do not know my AD Username and/or password?** Please reach out to the UAB St. Vincent's Help Desk at (205) 502-9990

**What if I see the message "Unauthorized User?"** Please reach out to the UAB St. Vincent's Help Desk at (205) 502-9990

**What if I log in and see "No Training Assigned" on my dashboard?** This means you were mapped to not needing to access the Epic system. If you will need to access Epic to perform your job duties, please reach out to [EpicTraining@uabmc.edu](mailto:EpicTraining@uabmc.edu) and provide your legal first and last name along with information that you are assigned No Training, include your specialty, if you will need to access Epic in an Inpatient or Outpatient setting, and your call back number.



## Epic U Provider Registration

**What if the training I have assigned does not match my current specialty?** Do not register for a class that does not match your practice area. Instead, please reach out to [EpicTraining@uabmc.edu](mailto:EpicTraining@uabmc.edu) and provide your legal first and last name along with information that you are assigned No Training, include your specialty, if you will need to access Epic in an Inpatient or Outpatient setting, and your call back number.

**What if there is a lock on the class that works for my clinical schedule?** This class is full or you have not registered for a prerequisite.

**What is Thrive?** This is an efficiency class offering focused on updating user settings, learning how to perform workflows in fewer steps, and discovering other tips and tricks. Classes are discipline-specific and open to all members of the Epic community. Track may include one or two classes. Classes are 1-2 hours and focus on:

- Personalized note templates
- Tools to optimize ordering workflow
- In-Basket quick actions
- How to keep a cleaner workspace to reduce cognitive overload