

Legacy Health

Objective – How to log-in, assign and complete pre-clinical Epic Training

Overview

1. Prior to clinical rotations, the nursing students should receive a Legacy-provide email giving the students the opportunity to claim their network account and to set their initial password. These network accounts will be used to login to our E+ e-learning system to complete required Epic training. All Epic training must be completed prior to their first day of their clinical rotation. Epic access is granted the following business day after completing their e-learning.
2. Each student may view their required e-learning from any computer with a fast internet connection. See full browser requirements below. Headphones are optional; closed captioning is available.

Setting your network password for the first-time use

Before logging into E+, each student will be required to claim their Legacy account and set their password

Follow these steps to activate the student account and set a strong password:

1. From any computer with internet access, open a browser window
2. Access the student personal or school email account which was provided to Legacy Health along with the student's other identifying information
3. Find the email titles "**Legacy Health – Claim your new account**"
4. Open the email and click on the "**Legacy Account Claim Portal**" hyperlink
5. On the screen that appears enter the eight character network username provided in the account claim email into the "Account" field on the screen and selecting the **Next** button
6. The student must enter into the three fields on the screen
 - the Last 4 SSN number as provided by the school to Legacy
 - the nine digit Account Claim Code as provided in the account claim email
 - the security code as displayed on the account claim screen just above the blue highlighted box



7. After selecting the **Next** button, enter the desired password that meets the Legacy password requirements into the New Password and Repeat the Password fields
 - If needed select the **Password requirements** button to review Legacy's password requirements
8. Again, after selecting the **Next** button review the student contact email and phone number then select the **Next** button
 - **NOTE:** *Updating or entering these fields is not required*
9. Select **Yes** to save the information
10. Confirm the Success screen appears then select the **Log off** button

The student should make sure they remember their Legacy account name and password for when they subsequently make their first attempt to login to Legacy's network.

NOTE: *It may take up to 30 minutes for the Legacy network account to be fully activated*

Enrolling a device in Duo to access E+ while not at a Legacy location

In order to access E+ offsite, you also need to enroll a personal device in Duo, Legacy's multifactor authentication (MFA) solution, to verify your identity. We recommend having a personal smartphone, tablet, or landline nearby before starting the following steps:

1. From any computer with internet access, open a browsing window
2. Type the internet address (URL) <https://enrollmydevice.lhs.org>
3. Login with your Legacy provided network login and the strong password set during the Account Claim process (above)
4. Follow the prompts to enroll a device

Going forward, you'll need to have the associate device with you when authenticating from an offsite, non-Legacy location.

Accessing E+

E+ is an online learning management system (LMS). E+ should only be accessed using a supported browser. As of 2017 that includes:

- Internet Explorer 9+
- Firefox 4+
- Safari 8+
- Google Chrome (has the least number of issues)

Many online courses may also require one or both of the following software applications:

- Adobe Acrobat Reader (or other PDF reader software)
- Adobe Flash Player

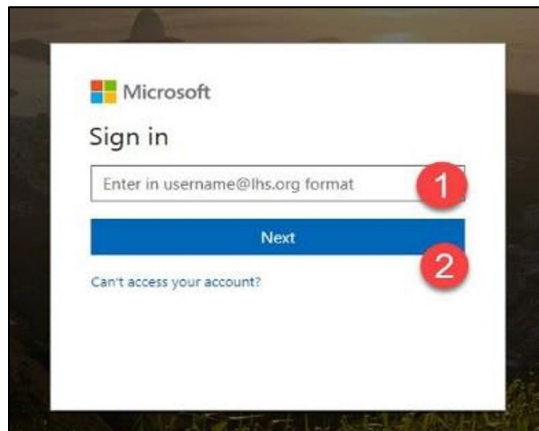
Legacy E+ can be accessed by typing in the browser URL / web address field <http://eplus.lhs.org>.

1. In the Enter in username@lhs.org format field, type in your Legacy network login with the @lhs.org at

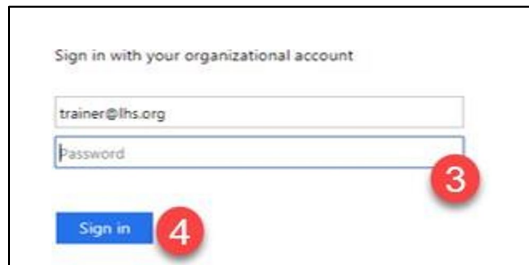
the end.

a. **NOTE:** The number one issue of student's failure to gain access to E+ is not following this step

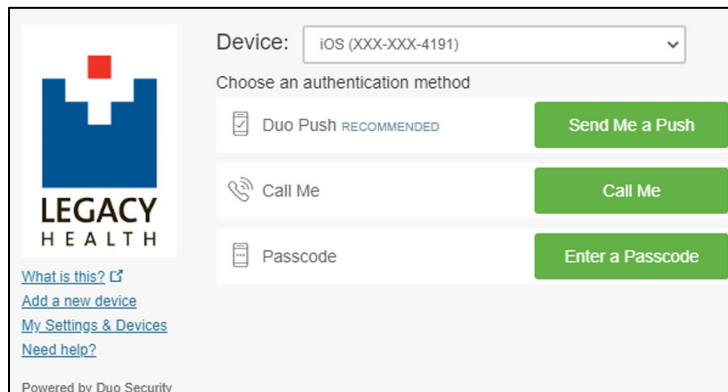
2. Click the **Next** button



3. Enter in your Password
4. Click Sign in



5. You'll be prompted to verify your identity using Duo (see Duo enrollment above), select the available options to either *Send a Push, Call Me, or Enter a Passcode* (from the mobile app)

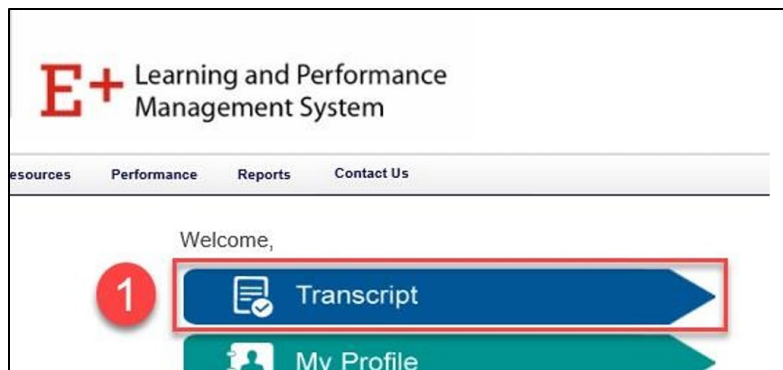


Having Trouble Logging In?

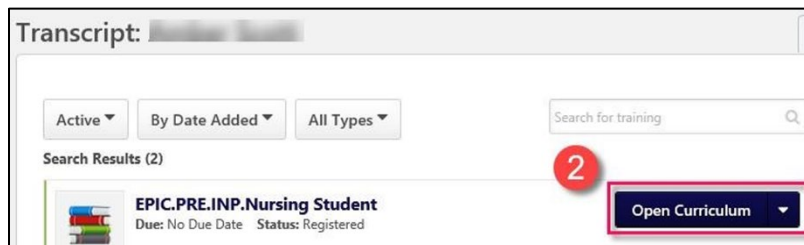
Contact Legacy IS Support at 503-415-5888

How to View and Complete Content

1. In the **Welcome** page, click the **Transcript** option



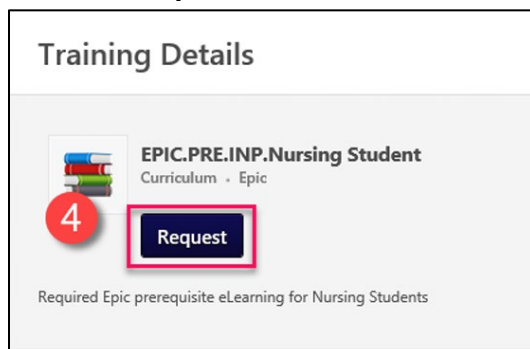
2. From the **Transcript** page, click **Open Curriculum** button



3. If you do not see your required curriculum click on the **Search for training** box. Enter **Epic.pre.inp.nursing student** into the search field.



4. Click the **Request** button



5. You will be redirected to the **Transcript** page. Click the **Open Curriculum** button (see step 2)
6. From the **Options** column, click the **Launch** link for the training you would like to begin or restart



- a. When a specific training assignment is complete, the **Status** column updates to show **Completed**

- b. Some trainings may require you to click **Mark Complete** to update the **Status** column
 - c. If you have left a training **In Progress** and would like to return to it, click the **Launch** link
7. When all modules have been completed, click **Launch Test** to start the assessment. The test can be retaken until a passing score is achieved. Students must achieve a passing score of 90%. ***There is no test for Epic self-learning modules.***