

Getting Epic Access to Work at Frimley Health Trust Foundation

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Epic Access

Complete the E-Learning Modules

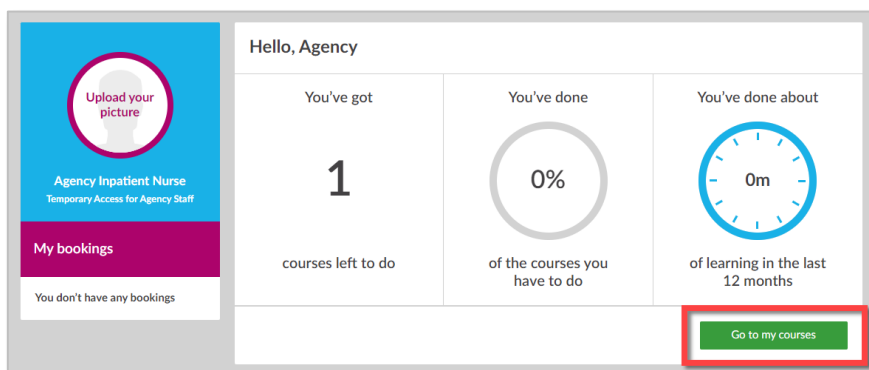
Log into MyLearningHub using your personal login details

Your login details that will have been created by the Trust. Normally, these are an NHS e-mail address (that is specific to Frimley) and the password Welcome1234!

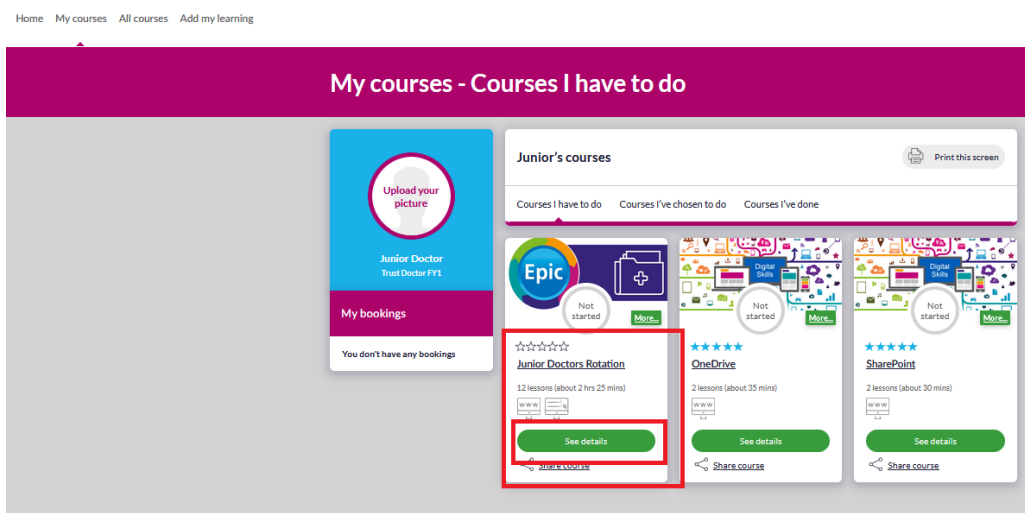
- Using **Google Chrome**, go to <https://fhftlearn.kallidus-suite.com/>.
 - Only use Google Chrome, not another browser. Some features of MyLearningHub only work with Chrome.
 - It is better to use a PC rather than an ipad, **Please DO NOT use your phone!**
- Enter the username and password that has been provided to you and click **Log in**.

Accessing the E-Learning Modules

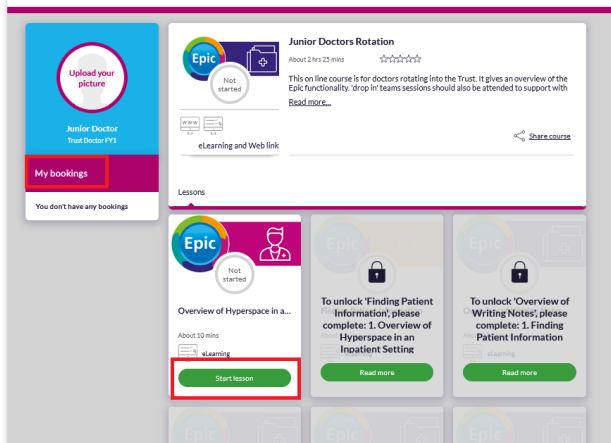
- On the home page of MyLearningHub, click the green **Go to my courses** button.



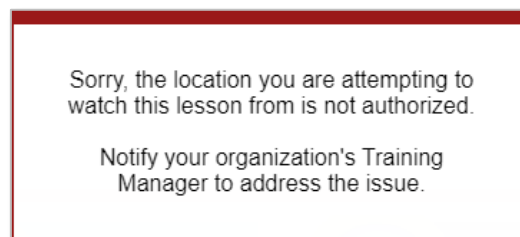
- The modules of e-learnings you need to complete can be found by clicking on the **Courses I have to do** tab.
- You will see the course Junior Doctors Rotation.



3. To open the course, click the green **See details** button.
4. For the first e-learning, click the **Start Lesson** button to open it. Notice that some lessons are 'locked' as you work your way through the e-learning these will unlock in order. You must complete all of the modules and the assessment at the end of the course in order to gain access to Epic.

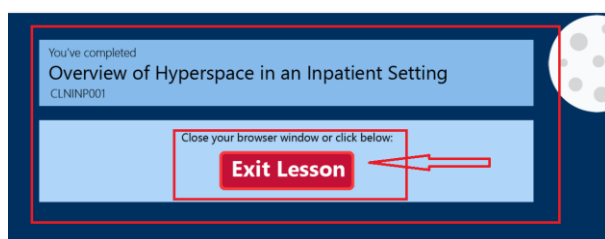


5. You might briefly see an error stating that the e-learning cannot launch. If that happens, wait for a few seconds; it usually disappears within 10 seconds.

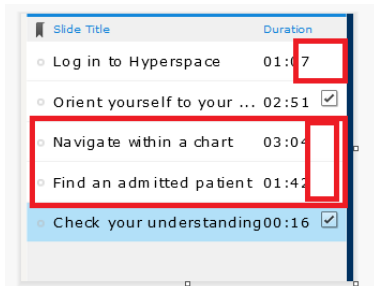


This warning will disappear after a few seconds

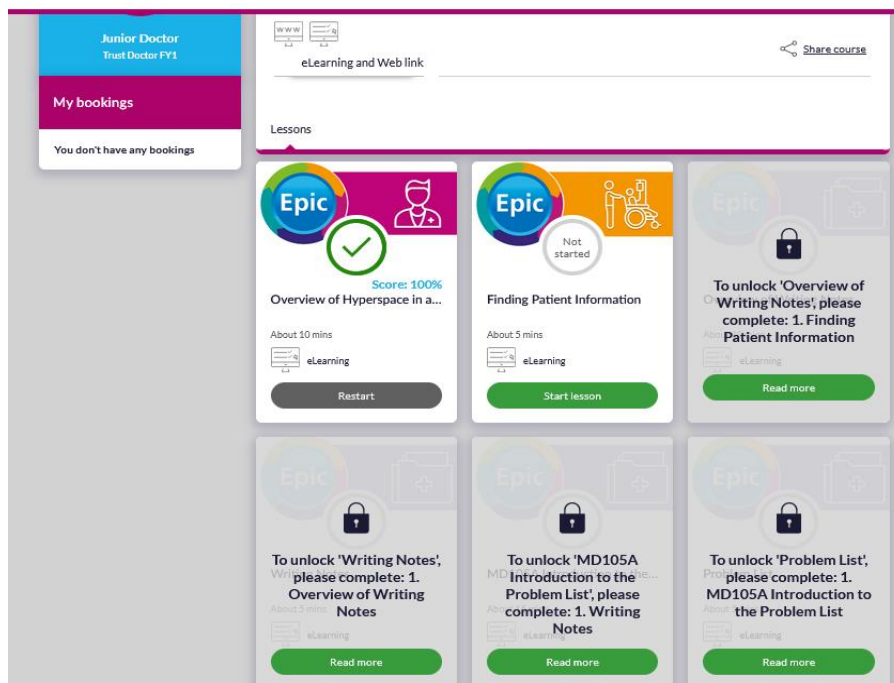
- Your e-learnings should launch directly in MyLearningHub, follow the prompts to complete the e-learning.
6. Repeat the above steps for each e-learning in the course until you have completed them all.
 7. Please be aware that you can not fast forward through the modules – there are short instructions for you to complete throughout the modules, they will not be marked as complete unless you follow all the steps.
 8. Once you have got to the end of the module, the screen below will appear, click on 'Exit Lesson'



- If you See 'continue lesson', this will be because you have not completed all of the steps in the e-learning, click on continue lesson and complete the steps that you missed. There will be a tick beside the topics that you have completed.



- Once all of the steps on the section have been completed you will be able to move onto the next section.



You can see here that Overview of Hyperspace Module has been completed, and so the next module in the in course is now unlocked and I can 'start Lesson' for Finding Patient Information. If you restart the module you will need to complete all the steps again – its fine for you to review any subject – but we recommend that you do this after you have worked your way through to the end and completed the Assessment.

Accessing extra support



You can access any training within My Learning Hub at anytime, you can watch the videos or book on classroom training. Once you have logged into Epic press F1 to open a list of useful tip sheets and guides.

Trainers will be out and about 'on the floor' for the first couple of weeks and if you would like them to visit you then please complete the form on the intranet-

	or follow this link. Request 'at the elbow' support . If you are working in a specialist area such as ED or Anaesthesia then specialist in class training will be provided.
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Need Help?

If you lock yourself out of your my learning hub account- your password can be reset by the service desk, you can reach FHFT Service Desk at **0300 613 2468**. Be prepared to let them know your personal MyLearningHub username (not password) so they can look you up. The Service Desk is open 24 hours a day.

Any other training queries should be directed to fhft.epictrainingteam@nhs.net