

Legacy Health

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

Overview

1. Prior to clinical rotations, the schools should receive Legacy-provided network logins and passwords for their nursing students. These network logins and passwords will be used to access our E+ system to complete their 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. The student can view their required e-learning from any computer with a fast connection to the Internet, see full browser requirements below. Headphones are optional; closed captioning is available.

Changing your network password for the first-time use

Before Logging into E+, you will be required to change your password

1. From any computer with internet access, open a browsing window.
2. Type the address (URL) <https://mypassword.lhs.org>
3. Enter your Legacy-provided network login.
4. Enter the temporary password provided, YourLe9acy (password field is case sensitive).
5. You will be prompted to create a new password. Choose a strong password (password field is case sensitive).
 - 8 Minimum characters
 - At least 1 Number or Symbol
 - 1 Capital letter
 - Cannot be any part of your name
6. Re-enter to **Confirm Password. Please make sure you have a way to remember your password.**
7. When finished, click **OK** button to accept the change.
8. Access to Legacy E+ is not immediate, it will take approximately 30 minutes after completing the above process.



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 multi-factor authentication solution, to verify your identity. We recommend having a personal smartphone, tablet, or landline nearby before starting:

1. From any computer with internet access, open a browsing window.
2. Type the address (URL) <https://mydevice.lhs.org>.
3. Login with your Legacy-provided network login and the password you set in the previous step.
4. Follow the onscreen prompts to enroll a device.

Going forward, you'll need to have the associated device in order to authenticate offsite.

Accessing E+

E+ is an online learning management system. 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:

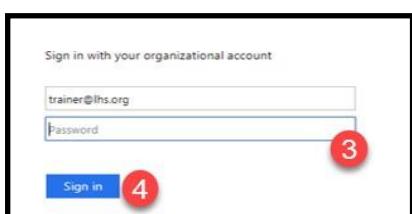
- Adobe Acrobat Reader (or other PDF reader software)
- Adobe Flash Player

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

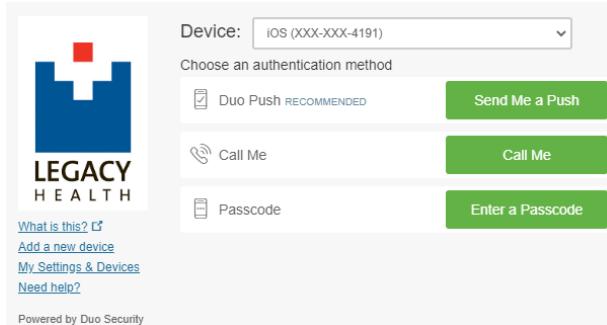
1. In the *Enter in username@lhs.org* format field, type in your Legacy network login with **@lhs.org** at the end. (the number one issue of student's failure to gain access to E+ is not following this step).
2. Click the **Next** button.



3. Enter in your **Password**.
4. Click **Sign in**.



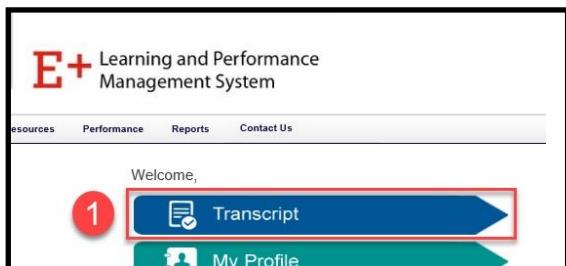
5. You'll be prompted to verify your identity using Duo, select the available options to either *Send a Push*, *Call Me* or *Enter a Passcode* (from the mobile app).



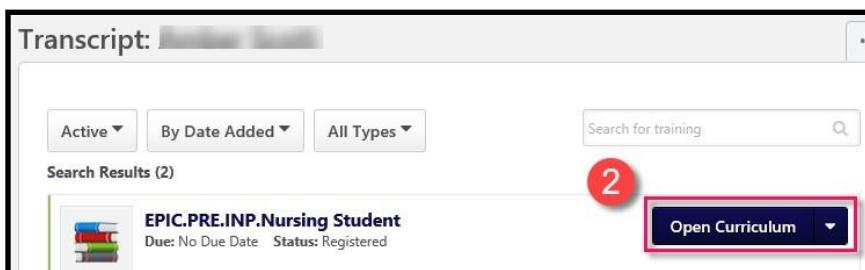
Trouble Logging in?
Contact IS Support at 503-415-5888

How to View and Complete Content

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



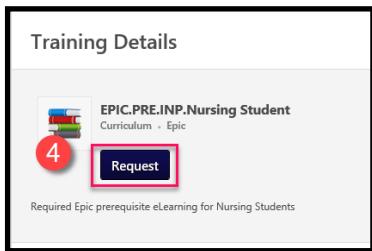
2. From the **Transcript** page, click **Open Curriculum** button.



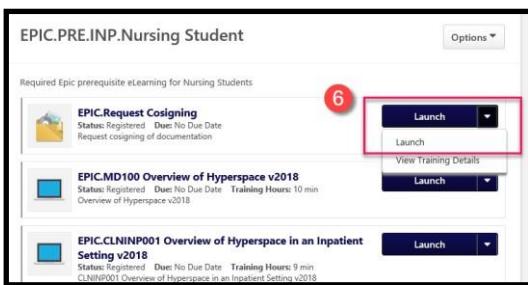
3. If you do not see your required curriculum click on the **Search for training** box. Enter **Epic.pre.inp.nursing student** into the search field.



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.



- When a specific training assignment is complete, the **Status** column updates to show **Completed**.
- Some trainings may require you to click **Mark Complete** to update the **Status** column
- 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-leaning modules.***