

INSTRUCTOR EPIC LOGIN

1. When you log into EPIC, log in as if you are working on your regularly scheduled unit. The sign in screen will have you assign the shift to yourself. Your default role is Registered Nurse.

Sign In

The screenshot shows the EPIC Sign In interface. On the left, there are input fields for 'Start' (0911, 10/07/2024), 'End' (1711, 10/07/2024), 'Contact #' (with a prompt 'Enter # first for free-text data'), and 'Comment'. There are also buttons for '8H', '12H', 'Phone', and 'Pager'. On the right, the 'Role' is set to 'Registered Nurse' and 'Service' is set to a dash. Below these fields is a 'Departments' section with an 'Add department' button.

2. Change your role to "Nursing Instructor" and select the department you are leading students in for the shift.

Sign In

This screenshot is similar to the first one, but the 'Role' field is now set to 'Nursing Instructor', which is highlighted with a blue selection box. The 'Service' field remains a dash. The 'Departments' section is still visible at the bottom.

3. Click, Sign in.