How To Use The Computer Booking System

This Computer Booking System is intended for **Epic Virtual Training**. There are computer labs at various sites across UHN.

Important to know:

- These computers are intended for Epic training and should only be booked if you won't be able to successfully attend training from your home or work computer.

- Please use this Virtual Training Technology Checklist to ensure that your computer meets all the requirements for participating in virtual training, before booking a workstation.

1. Use Google Chrome, Microsoft Edge, Safari or Firefox browser to open the Computer Booking Site

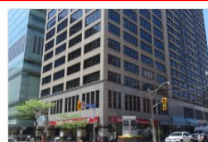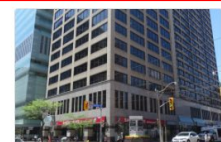|	
2. Review the **Important to Know** and **Covid-19 Information** sections	Use the Virtual Training Technology Checklist to ensure that your computer meets all the requirements for participating in virtual training <u>before</u> booking a workstation.
3. Scroll down to the menu and select your preferred site for your computer booking	▸ LuCliff Building - 700 Bay St, Toronto, ON ▸ Toronto General Hospital - 200 Elizabeth St, Toronto, ON ▸ Princess Margaret - 610 University Ave, Toronto, ON ▸ Toronto Rehab University Centre - 550 University Ave, Toronto, ON ▸ Toronto Rehab Lyndhurst Centre - 520 Sutherland Dr, Toronto, ON ▸ Toronto Rehab Bickle Centre - 130 Dunn Ave, Toronto, ON ▸ Toronto Western Hospital - 399 Bathurst St, Toronto, ON ▸ Atrium On Bay - 20 Dundas St W, Toronto, ON
4. Click on the location that you would like to book. This will expand the menu and you will see the site details, floor plan, and book now Click **Book Now** for the room of your choice	▾ LuCliff Building - 700 Bay St, Toronto, ON **Suite 1500 - Room 1** **700 Bay St** Hours of Operation: Mon-Fri 6:30am-6:30pm Floor Plan | Room Info [Book Now] **Suite 1500 - Room 2** **700 Bay St** Hours of Operation: Mon-Fri 6:30am-6:30pm Floor Plan | Room Info [Book Now] **Suite 1500 - Room 3** **700 Bay St** Hours of Operation: Mon-Fri 6:30am-6:30pm Floor Plan [Book Now]

5. Select the appropriate length of time required to complete your virtual training.

   Bookings can be made for 1, 1.5, 2, 2.5, 3 and 3.5 hours.

UHN Digital Education - LuCliff Building - Suite 1500 - Room 1

SELECT A SERVICE

Epic Training: 1 hour	Epic Training: 1.5 hours
1 hour	1 hour 30 minutes

Epic Training: 2 hours	Epic Training: 2.5 hours
2 hours	2 hours 30 minutes

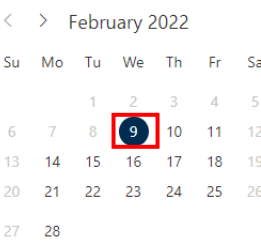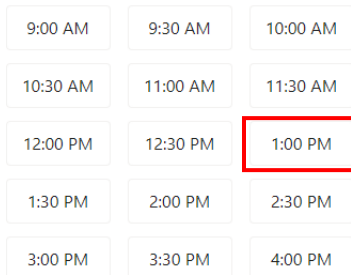| Epic Training: 3 hours	Epic Training: 3.5 hours
3 hours	3 hours 30 minutes

Show more services

6. Select an available date and time.

   - You can also select a specific computer in the room by selecting the staff dropdown menu

SELECT STAFF (OPTIONAL)

Anyone

February 09

DATE

< > February 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

TIME

9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM
1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM

ⓘ All times are in (UTC-05:00) Eastern Time (US & Canada)

7. Enter your contact details and select **Book** to complete your booking

📧 **ADD YOUR DETAILS**

Name

Name

Email

Email

Phone number (optional)

Add your phone number

Book

8. You will receive a confirmation email to the provided address.

The confirmation email will provide you with your booking details, including:

- Location and site information
- Date and time of your booking
- Your specific computer station number
- Link to reschedule or delete your booking

UHN Digital Education - LuCliff Building - Suite 1500 - Room 1
https://universityhealthnetwork.sharepoint.com/sites/HIS-Project

Hi
Your booking is confirmed.

Booking details

Service Name	Epic Training: 1 hour
With	PC003
When	March 28, 2022 6:30 AM - 7:30 AM (UTC-05:00) Eastern Time (US & Canada)
Location	LuCliff Building - 700 Bay St, Suite 1500 - Room 1

🔗 Reschedule

9. The confirmation email will also provide you the following additional information:

- What you will need
- Privacy statement
- COVID-19 Information
- Site or security contact information

Additional Information

Google Maps: LuCliff Building - 700 Bay St, Toronto, ON
Site Layout: Floor Plan

What you will need:

- UHN login credentials
- Multi-factor authentication configured

- Your own personal headphones or earbuds with a microphone; to enable two-way communication (audio equipment will not be provided)

Privacy Reminder on Shared Computers

- When training is completed on shared computers, be sure to log out. If you signed into the UHN network, your UHN email, MS Teams or any other applications be sure to log off before leaving the computer. **Protect your privacy!**

COVID-19 Information:

- Hospital grade masks are required and must be worn at all times
- No eating or drinking is permitted
- A face shield is recommended but not required
- Please clean and sanitize your hands prior to using any UHN device and clean the computer space after use
- The floor plan link under each site below will provide detailed information regarding room setup
- For more information, see COVID-19 Information at UHN

Site Contact

Staff will be available onsite to assist you with access to the computer lab.