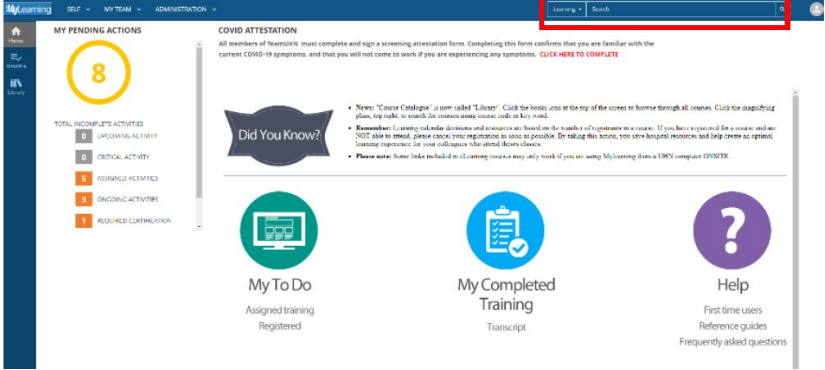
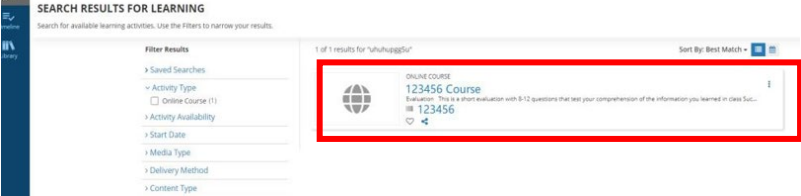
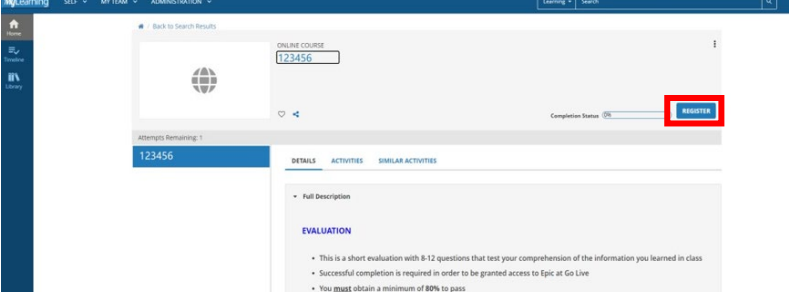


How to: Access your End User Proficiency Assessment

Reminder: You must pass your End User Proficiency Assessment to get access to Epic.

If you have any questions, please contact digitaleducation@uhn.ca

<p>1. Use Google Chrome or Microsoft Edge to access MyLearning.</p>	<p>Accessing MyLearning</p> <ul style="list-style-type: none"> MyLearning
<p>2. Login Information.</p>	<p>Login using your UPN (user principal name) and network password.</p> <ul style="list-style-type: none"> Your UPN is usually firstname.lastname@uhn.ca TIP: If you cannot remember your UPN, you can find it in your UMLearns profile page, by navigating to the Network Login tab and selecting T-ID If you cannot login, contact the Help Desk at (416) 340-4800 ext. 4357
<p>3. On the home screen, locate the search box in the top right-hand corner and search for your EUPA code then press Enter.</p>	 <p>The screenshot shows the MyLearning home page. At the top right, there is a search bar with the text 'Learning Search' and a magnifying glass icon. This search bar is highlighted with a red rectangle. Below the search bar, there are several sections: 'MY PENDING ACTIONS' with a large '8' in a yellow circle, 'COVID ATTESTATION' with a warning message, 'Did You Know?' with a question mark icon, and three main cards: 'My To Do' (Assigned training Registered), 'My Completed Training' (Transcript), and 'Help' (First time users, Reference guides, Frequently asked questions).</p>
<p>4. Next you will see the search results that will display your EUPA. Select your EUPA.</p>	 <p>The screenshot shows the 'SEARCH RESULTS FOR LEARNING' page. On the left, there are filter options for Saved Searches, Activity Type, Online Course (1), Activity Availability, Start Date, Media Type, Delivery Method, and Content Type. On the right, there is a search result for '1 of 1 results for "123456"'. The result is for an 'ONLINE COURSE' with ID '123456 Course Evaluation'. This result is highlighted with a red rectangle.</p>
<p>5. You will be directed to the Details tab, select Register (located in the top right corner).</p>	 <p>The screenshot shows the 'DETAILS' tab for the course '123456'. At the top right, there is a 'Register' button highlighted with a red rectangle. Below the button, there is a 'Full Description' section and an 'EVALUATION' section with the following text: 'This is a short evaluation with 8-12 questions that test your comprehension of the information you learned in class', 'Successful completion is required in order to be granted access to Epic at Go Live', and 'You must obtain a minimum of 80% to pass'.</p>

<p>6. Read all instructions provided on-screen prior to starting your assessment.</p>	<p>ASSESSMENT</p> <ul style="list-style-type: none"> This is your End User Proficiency Assessment (EUPA), a short quiz designed to assess your understanding of the course material Successful completion is required in order to be granted access to Epic You must obtain a minimum score of 80% to pass Please utilize the provided code to find the assessment specific to your course You are required to register for this assessment You have three (3) attempts to successfully pass - however they must be completed within one (1) sitting If you fail all three attempts, you are required to re-register for the EUPA Once re-registered, you will have an additional 3 attempts; you may continue to attempt the EUPA until successful You are not required to re-register for the course <p>If you have questions, please contact digitaleducation@uhn.ca</p>
<p>7. Select Start when you are ready to begin (located in the top-right corner).</p>	<p>The screenshot shows the MyLearning interface with a green banner at the top stating 'Congratulations! You have completed the registration process...'. Below this, the 'ONLINE COURSE' section shows 'REGISTERED' status. A progress bar with numbers 1-6 is visible, and a 'START' button is highlighted with a red box in the top right corner.</p>
<p>8. You will be redirected to new window, select Next.</p>	<p>The screenshot shows the 'Course Technical Requirements' page. It includes a warning message: 'Online activity is in progress. Do not close this page. You will be automatically redirected on completion.' At the bottom, a 'NEXT' button is highlighted with a red box.</p>
<p>9. The EUPA will load, read the Attestation and select the checkbox to acknowledge it. Select Next to begin.</p>	<p>The screenshot shows the 'EUPA Template' page. It features the 'digital' and 'UHN' logos at the top. Below the title, there is an 'Attestation' section with a text box containing the following text: 'I hereby confirm that I have completed reviewing all the training materials, up to and including eLearning modules, class recordings, practiced in the playground, and prepared myself completely to effectively utilize my Epic skills (or have met all exemption requirements) in a way that will not jeopardize patient safety.' A red checkbox is positioned to the left of the text. At the bottom right, a 'NEXT >' button is highlighted with a red box.</p>

10. When you have completed your EUPA you will be directed to the **Results** screen. **Click the button to Register EUPA Completion.**

Note: The assessment will track your assessment attempts and will advise you at each stage, from 3-0. If you do not pass by the 3rd attempt, you will be required to reregister again.

The screenshot shows the 'EUPA Template Results' page. At the top, there are logos for 'digital' and 'UHN' (Toronto General, Toronto Western, Princess Margaret, Toronto Rehab, Michener Institute). The main content area displays 'EUPA Template Results' with a sub-header 'Your Score: 100% (10 Points)' and 'Passing Score: 80% (8 Points)'. Below this, it says 'Congratulations, you passed!' and features a large green checkmark icon on the left and a blue button that says 'Click to Register EUPA Completion' on the right.

11. After you register the EUPA completion you will be re-directed back to the MyLearning page which will show your results. Select **OK** to exit.

This screenshot shows a table of results in the MyLearning system. The table has columns for 'Name', 'Topic Status', 'Score %', and 'Time spent on Topic'. One row is visible with 'Completed' status, '100%' score, and 'Seconds: 37' time. An 'OK' button is highlighted in a red box below the table.

Name	Topic Status	Score %	Time spent on Topic
	Completed	100%	Seconds: 37

12. To view your transcript of completed training including this EUPA select **My Completed Training.**

The screenshot shows the MyLearning dashboard. On the left, there's a sidebar with 'Home', 'Timeline', and 'Library'. The main area shows 'TOTAL INCOMPLETE ACTIVITIES' with a progress bar and categories: 'UPCOMING ACTIVITY', 'CRITICAL ACTIVITY', and 'ASSIGNED ACTIVITIES'. Below this is a calendar for April 2022. On the right, there are three large circular buttons: 'My To Do' (Assigned training Registered), 'My Completed Training' (Transcript), and 'Help' (First time users, Reference guides, Frequently asked questions). A note at the top right says: 'taking this action, you save hospital resources and help create an optimal learning experience for your colleagues who attend these classes. Please note: Some links included in eLearning courses may only work if you are using MyLearning from a UHN computer ONSITE.'