

How to: Register for Epic Courses

Epic courses are offered in MyLearning and are delivered in asynchronous (eLearning), virtual instructor-led, or class recording formats depending on the course.

IMPORTANT NOTE:

- If you need to take a break from your training and walk away from your computer, sign out of MyLearning and close the course first. Computers left sitting idle for extended periods of time will disconnect from MyLearning and you will lose progress.

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 course name or code then press Enter.</p> <p>If you have been assigned a course, it can be found by selecting the My To Do button on the home screen.</p>	
<p>4. Next you will see the search results that will display your course. Select your Course.</p>	

<p>5. You will be directed to the Details tab, select Register (located in the top right corner).</p>	
<p>6. Read all instructions provided on-screen prior to starting your assessment.</p>	<p>Course Technical Requirements:</p> <ul style="list-style-type: none"> • Required web browser: Google Chrome or Microsoft Edge (using a Windows PC or Mac) • Mobile devices including iPads, tablets, and cell phones are not supported (SumTotal app not supported) • A reliable internet connection (5mbps download/2mbps upload or higher is recommended) • More information is available at Digitized UHN <p>IMPORTANT NOTE:</p> <ul style="list-style-type: none"> • If you need to take a break and walk away from your computer, sign out of MyLearning and close the course. • If your computer is left idle for extended periods of time, you may be disconnected from MyLearning and lose progress.
<p>7. Select Start when you are ready to begin (located in the top-right corner).</p>	
<p>8. You will be redirected to new window, select Next.</p>	
<p>9. The course will load, Select Next to begin.</p>	

10. When you reach the **Module Complete/Next Steps** page in the course you have completed the course content. Complete the **Attestation** and select the **Submit Course Completion** button.

Note: This page will provide your EUPA code. Ensure to copy this code prior to exiting the course.

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

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**.