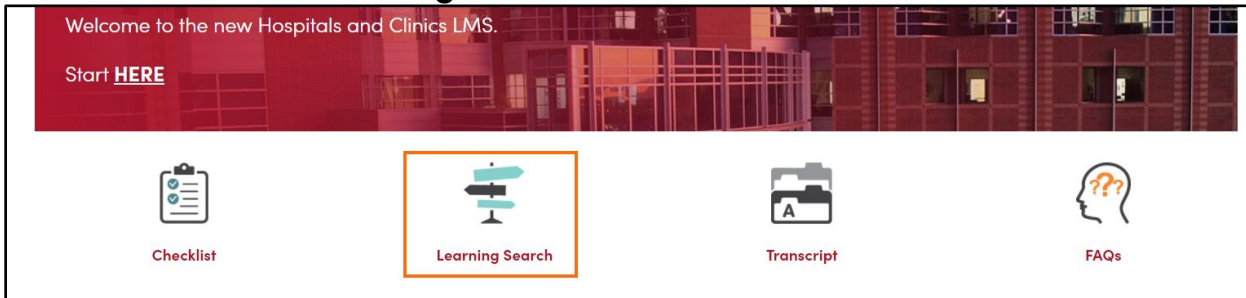


LMS - Register for a Curriculum

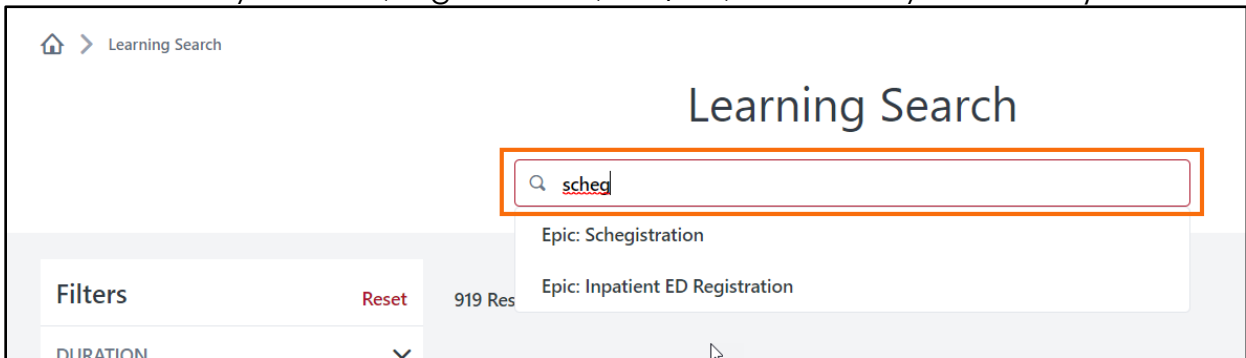
PURPOSE: Completing LMS training curriculum is required to receive access to EPIC for each user's role. This shows how to register for a curriculum and below are [steps to remove a curriculum](#).

Use these steps to register for a curriculum on the LMS:

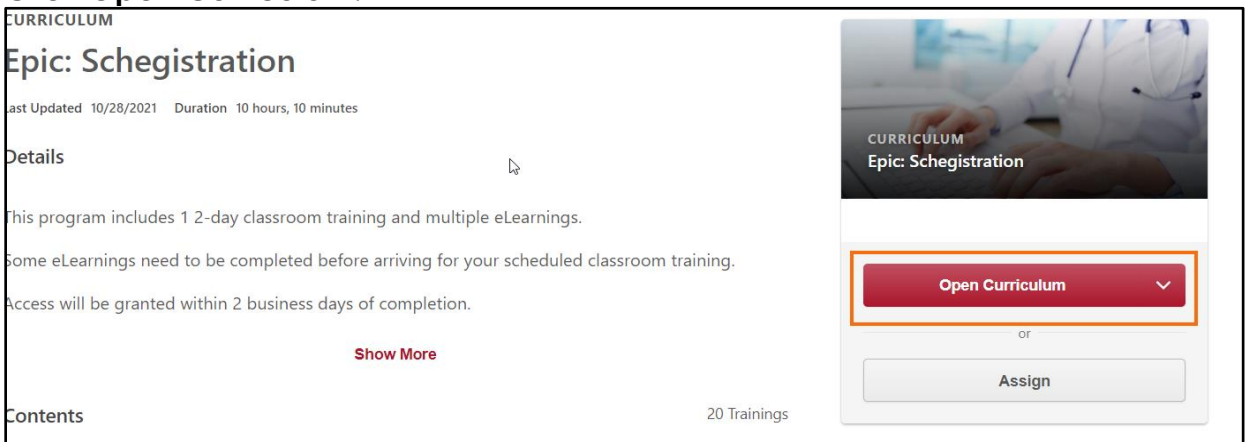
1. Within the LMS, click **Learning Search**.



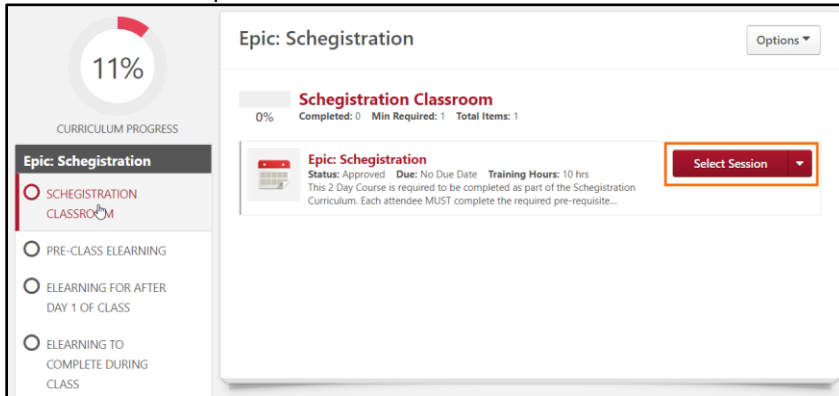
2. **Type the curriculum name in the search field** (it offers word completion) and select the desired curriculum. (Our example is the Schegistration course, but you would search for the curriculum you need, e.g. Provider, MA/RN, ambulatory essentials.)



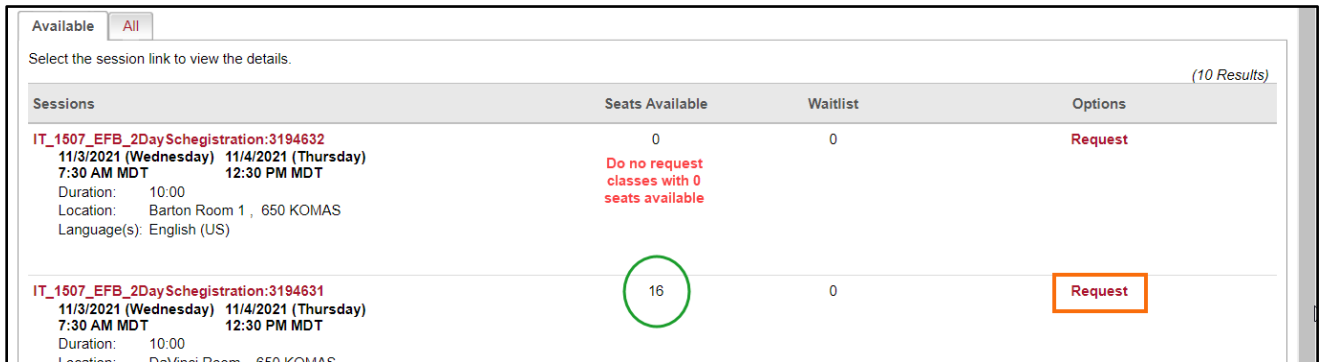
3. Click **Open Curriculum**.



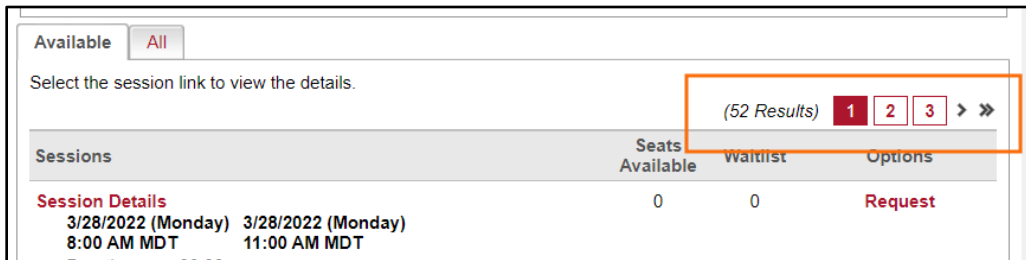
4. Use the navigator at the left to register and complete curriculum pieces in order. With the first item selected on the left, you see the description of the segment on the right.
 - If the curriculum is an eLearning, skip to step 5.
 - If you need to register for an instructor-led classroom session, click **Select Session**, and follow sub-steps a - d.



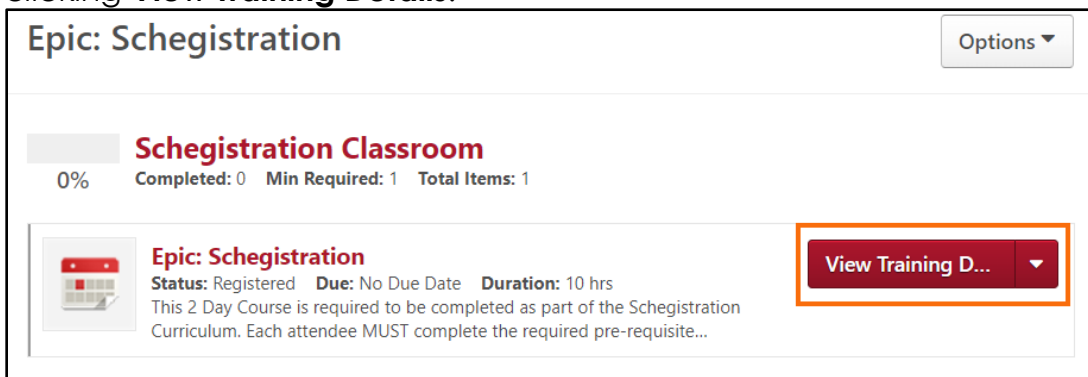
- a. The list of available offerings appears. Click **Request** in the date entry for any class that has available seats.



NOTE: There might be more than one page of date options. Click the arrows or page numbers to search for more dates.



- b. Once requested, you are added to the class. You can check details of the class by clicking **View Training Details**.



c. We recommend adding the class(es) to your calendar from this screen.

Training Details

Provider: IT Training
 Duration: 10 Hours 0 Minutes
 Description: This 2 Day Course is required to be completed as part of the Schegistration Curriculum. Each attendee MUST complete the required pre-requisite eLearnings before Day 1 of class and subsequent eLearnings prior to Day 2 of training.

Summary: This training will teach users how to schedule and register for outpatient visits including check-in functionality. It includes 2 day in-class Epic training, eLearning modules and 1 day in-class Operational Front Office Training. Clinical Staff (MAs, RNs) who are looking to only schedule follow up appointments should not take this course.

Target Audience: Scheduling and/or registration staff including Outpatient Service Specialist, Guest Relations Specialist, Customer Advocate Specialist, Medical Secretaries or other check-in staff.

Please note if attendees do not complete the required pre-requisite eLearnings they will be required to reschedule their training and attend on another date after completing the required eLearnings.

For questions regarding required Schegistration Curricula please contact the IT Training team at 801-587-6005 or ittraining-dist@lists.hsc.utah.edu

Session ID: IT_1507_EFB_2DaySchegistration3194631
 Subjects: IT Training > Epic - Revenue Cycle
 Training Contact: Grant Barko gbarko@eskillz.com
 Required Attendance: Must attend 1 of 2 parts for course completion.

Penalty for Withdrawal:
 Student Roster: @ [View Student Roster](#)
 Registration Deadline: 11/3/2021 7:30 AM MDT
 Schedule:

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Wednesday	Historical Data		11/3/2021 7:30 AM MDT	11/3/2021 12:30 PM MDT	Add to Calendar	5 Hour(s) 0 Minute(s)		DaVinci Room > 650 KOMAS view map
Thursday	Historical Data		11/4/2021 7:30 AM MDT	11/4/2021 12:30 PM MDT	Add to Calendar	5 Hour(s) 0 Minute(s)		DaVinci Room > 650 KOMAS view map

d. Click the back arrow of your web browser to see the other curriculum options in the navigator. Select the next assignment.

5. For eLearnings, you can view them by clicking the **Launch** button. If the Launch button is not available, you must first complete the options that are available.

Epic: Schegistration Options ▾

Pre-Class eLearning
 30% Completed: 3 Min Required: 10 Total Items: 10

Epic: Introduction to Hyperspace for Front Desk
 Status: Registered Due: No Due Date
 Epic: Introduction to Hyperspace for Front Desk [Launch](#) ▾

Epic: Basic Appointment Entry eLearning
 Status: Pending Prior Training Due: No Due Date
 Epic: Basic Appointment Entry eLearning

6. Once you have completed an item, a checkmark appears by it.

Epic: Registration Basics eLearning
 Status: Completed Due: No Due Date
 Epic: Registration Basics eLearning

7. Proceed through the navigator for any remaining items as outlined in the order needed.

Epic: Schegistration Options ▾

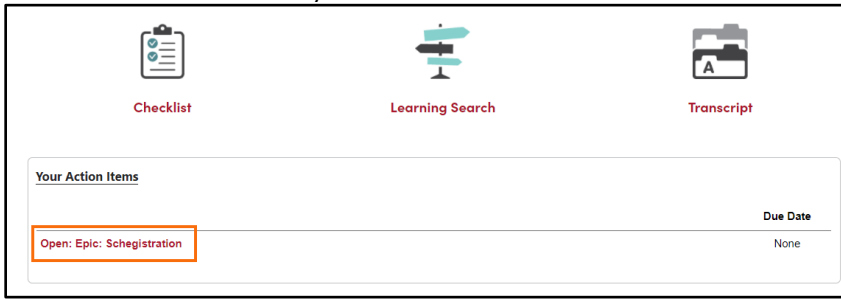
eLearning for After Day 1 of Class
 34% Completed: 1 Min Required: 3 Total Items: 3

Medicaid Insurance EFB
 Status: Registered Due: No Due Date
 Medicaid Insurance EFB [Launch](#) ▾

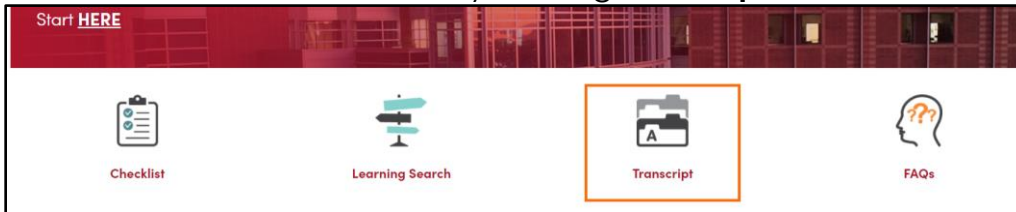
Epic: Medicare Insurance eLearning
 Status: Completed Due: No Due Date
 Epic: Medicare Insurance eLearning [Launch](#) ▾

Epic: Documenting an MSPQ eLearning
 Status: Registered Due: No Due Date
 Epic: Documenting an MSPQ eLearning [Launch](#) ▾

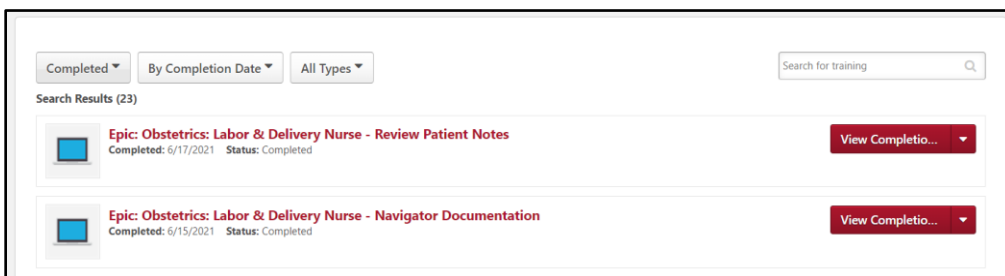
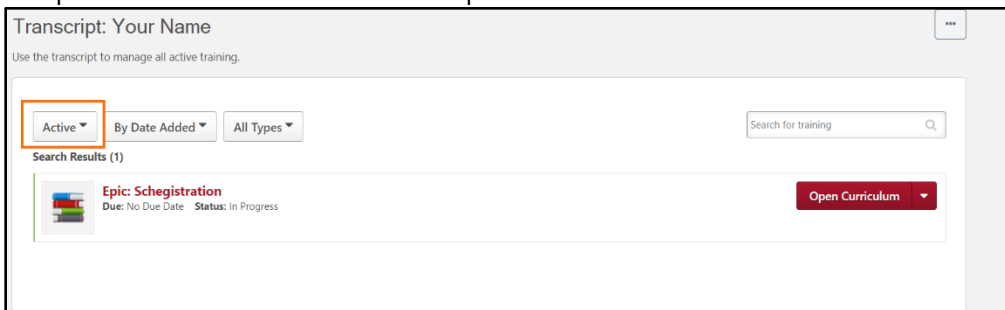
8. Notice that back on the main Welcome page (always accessible from the main Menu), the curriculum is on your Action menu list.



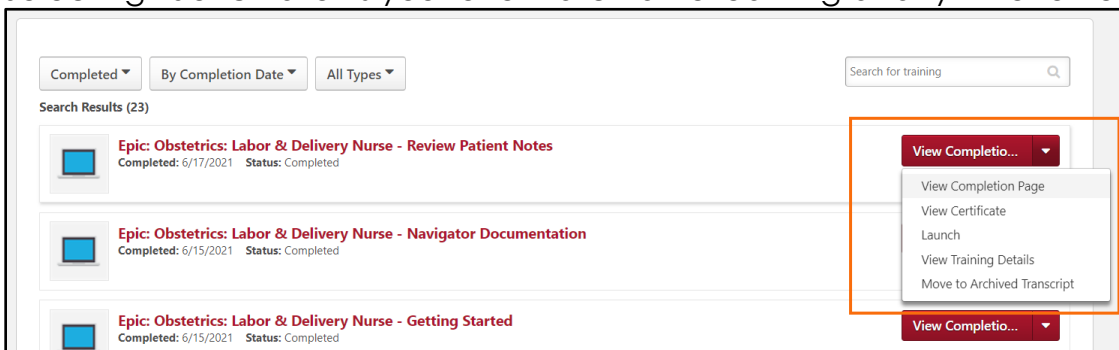
9. Check on all curricula status by clicking **Transcript**.



10. The default view is Active, which shows current curricula that needs completion. Click the dropdown arrow to view completed courses.



11. Click the dropdown arrow by **View Completion** to see options for the curriculum. Selecting **Launch** allows you to re-watch an eLearning at any time for review.

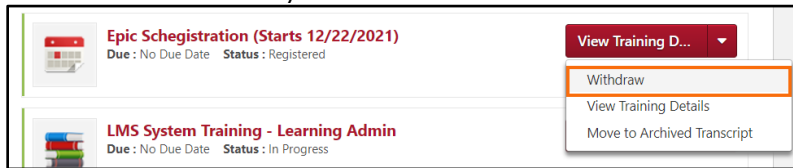


Use the following steps to remove a curriculum or class on the LMS:

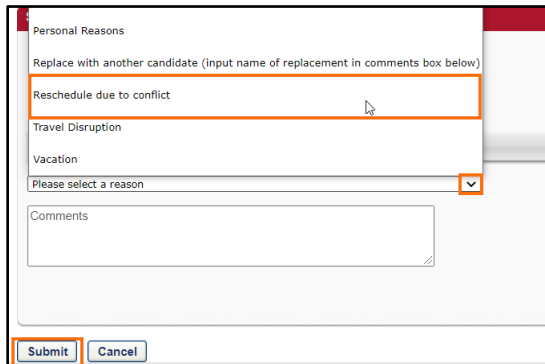
From your Transcript:

12. If you still need the curriculum, but just need **to reschedule the class**:

- a. Select **Withdraw** by the class calendar date.



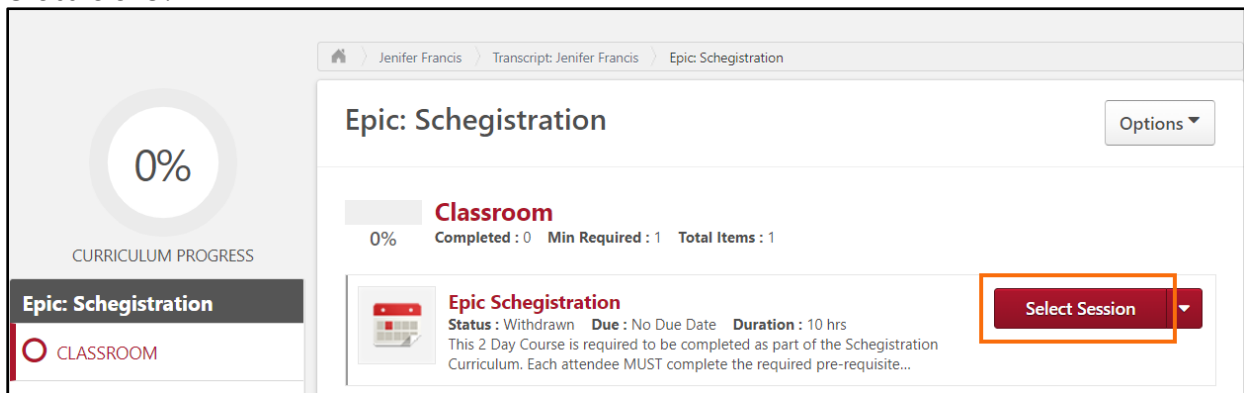
- b. Choose a **reason** and click **Submit**.



- c. Click **Open Curriculum**.

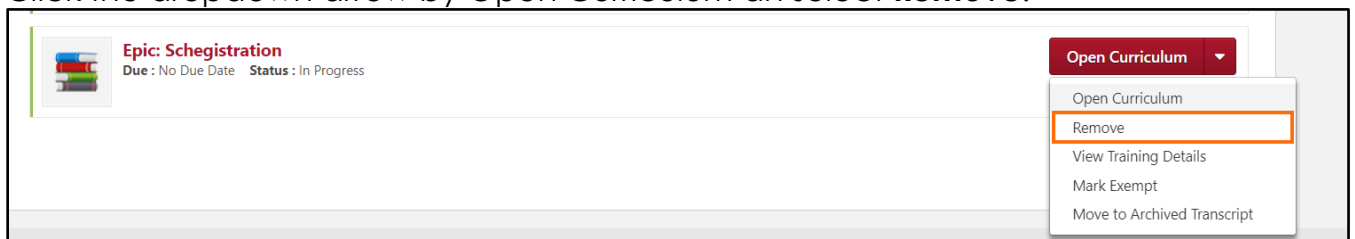


- d. Then continue with the regular **Select Session** process from step 4 to request a new class date.



13. If you want **to remove the whole curriculum**, including instructor-led classes:

- a. Click the dropdown arrow by **Open Curriculum** and select **Remove**.



- b. Check the box to **Remove training within the Curriculum**. Select the dropdown and **select a reason for removing**. You can enter a comment. Click **Submit**.

Removing Epic: Schegistration

Once you remove this training item, it will no longer appear on the user's transcript. You may always restore this item later, if needed. Additionally, remove training filters have been added to certain training reports.

Remove training within the Curriculum

Please choose a reason for removing this item: Other

Please enter comments explaining why you are removing this item:

Select Reason

- Administrator "cleaning up" transcript
- Administrator withdrawing student from course
- Curriculum Removed - Associated Course Removed Also
- Other**

Cancel Submit

- c. Enter comments for explaining removal and click **Submit**.

Removing Epic: Schegistration

Once you remove this training item, it will no longer appear on the user's transcript. You may always restore this item later, if needed. Additionally, remove training filters have been added to certain training reports.

Remove training within the Curriculum

Please choose a reason for removing this item: Other

Please enter comments explaining why you are removing this item:

wrong class

Cancel Submit

NOTE: If your manager assigned the class, the Remove option might not be available. Instead, choose **Move to Archived Transcript**.

Epic: Schegistration
Due : No Due Date Status : In Progress

Epic: Radiology Technologist
Due : No Due Date Status : In Progress

Open Curriculum

- Open Curriculum
- View Training Details
- Move to Archived Transcript**

And then click **Archive**.

Move Training to Archived Transcript

You have indicated that you would like to archive this training. This will move the training from your Active Transcript into your Archive transcript. The purpose of the Archive Transcript is to store training that the user no longer needs to access. The act of moving training to the Archive does not remove any responsibility the user may have in completing this training.

Cancel Archive

NOTE: You will also have to do the same thing with the ILT class because archiving the curriculum doesn't archive both.