GME Epic Orientation Instructions

Welcome to Children's Hospital Colorado (CHCO)! This document contains information on how to access and complete the Graduate Medical Education (GME) Epic education needed to be granted security access to Epic. Please read all instructions below which will guide you through the process.

> **!** If you're a current Resident or Fellow transitioning into another role, you will <u>not</u> be required to take additional Epic training.

Training Requirements

1. Complete the online Epic Training Curriculum for your specialty area in Cornerstone.
2. Attend a Zoom virtual training session with an Epic instructor.

Step 1: User ID and Password

1. You will need your CHCO user ID and password.

   - If you need help obtaining or resetting your password, please call the CHCO Help Desk at 720-777-4357 Option 1

Step 2: DUO Mobile

1. Download the DUO Mobile Authentication app on your mobile phone. It can be found on the iOS or Android mobile app stores.

   - If you need assistance setting up DUO Mobile, please call the CHCO Help Desk at 720-777-4357 Option 1
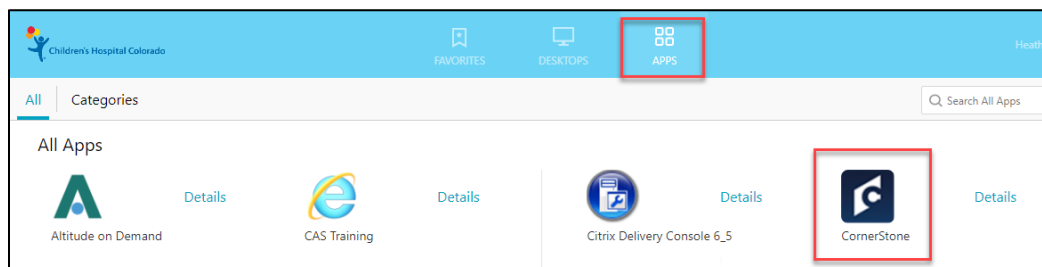
Step 3: Citrix

1. Log into Citrix using your CHCO user ID and password: https://go.childrenscolorado.org.

2. You will be prompted on your phone to authenticate your login using DUO Mobile. If you have notifications turned off for DUO you will have to manually open the app and select the banner within the app for approval.
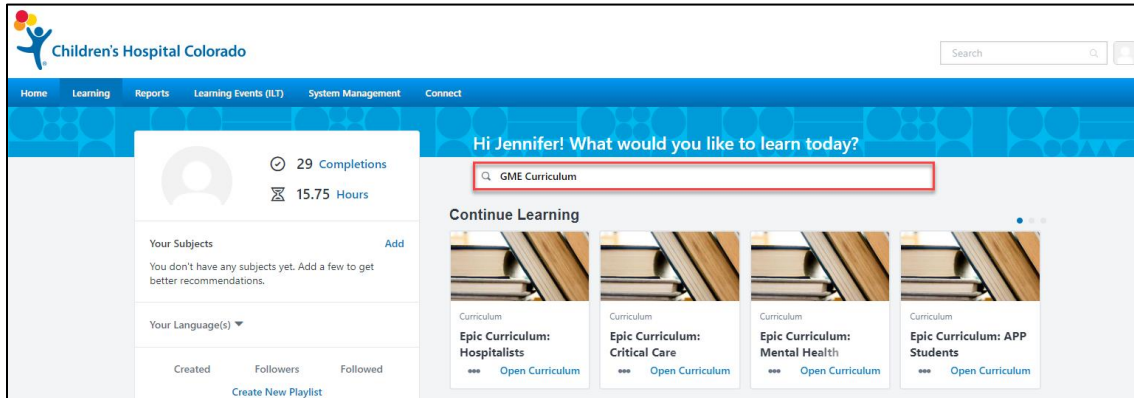
> **ⓘ** It is highly recommended that you use Google Chrome or Internet Explorer; CHCO learning module systems and hospital sites are optimized for both browsers. Using Safari or Firefox browsers may lead to technical issues.
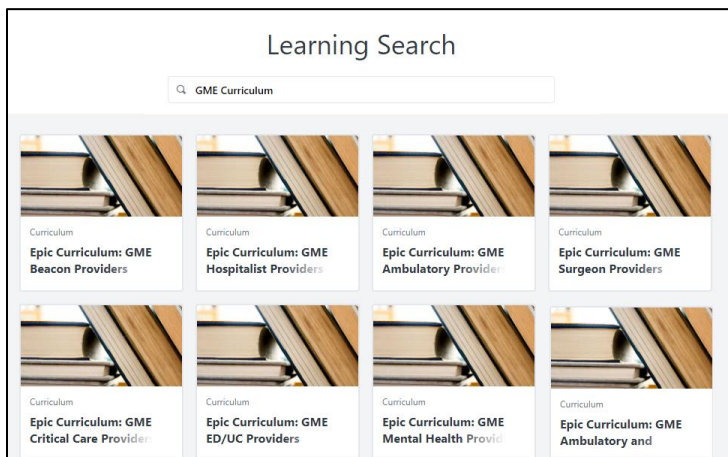
Step 4: Cornerstone

1. From the **Citrix Receiver > Apps** page select **Cornerstone**. The application will launch in a new window.
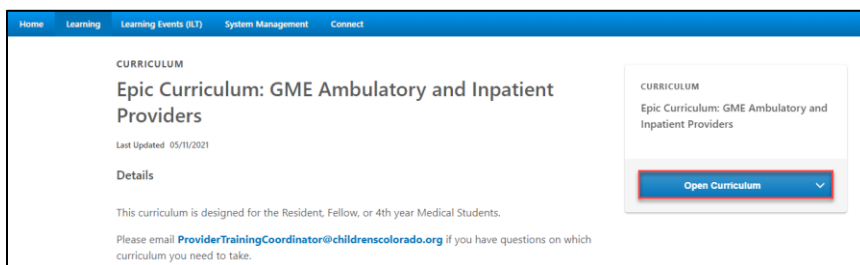
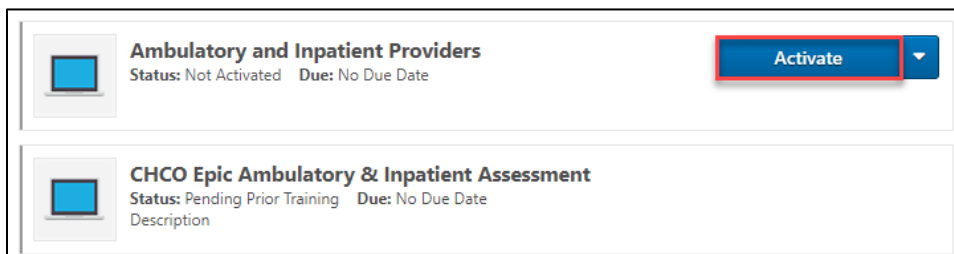2. Use the search bar to search for *"GME Curriculum"*.

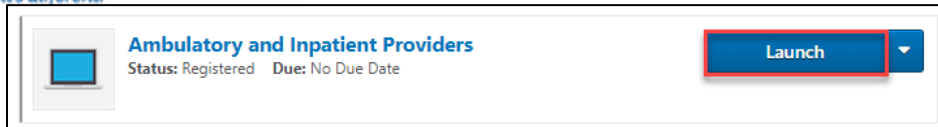3. Select the Epic Curriculum GME class that is relevant to your specialty.

4. Select **Open Curriculum**

5. Select **Activate** next to the first section. When the **Launch** button appears, you will select this to open the online curriculum.

Ambulatory and Inpatient Providers
Status: Registered   **Due:** No Due Date   Launch

6. Complete your online training curriculum.

7. Once the curriculum is complete, you will be able to access and complete the assessment associated. You need to score at least 80% to pass and can retake the assessment up to three times.

> ❗ Once you complete and pass the online curriculum, your security access to Epic will be turned on within 24 business hours. You <u>do not</u> need to attend training before your access is turned on.

Step 5: Attend Training

1. Your coordinator will register and communicate to you the date and time of your training.

2. Approximately 24 hours before your scheduled Zoom training you will receive an email and/or calendar invite from your instructor with the Zoom Link.

3. Attend the online (virtual) Zoom training session you have been assigned.

> ℹ If you have not received the Zoom link via email or calendar invite, contact providertrainingcoordinator@childrenscolorado.org