

STUDENT GUIDE TO: Accessing Learn for Epic Training

NEW USER

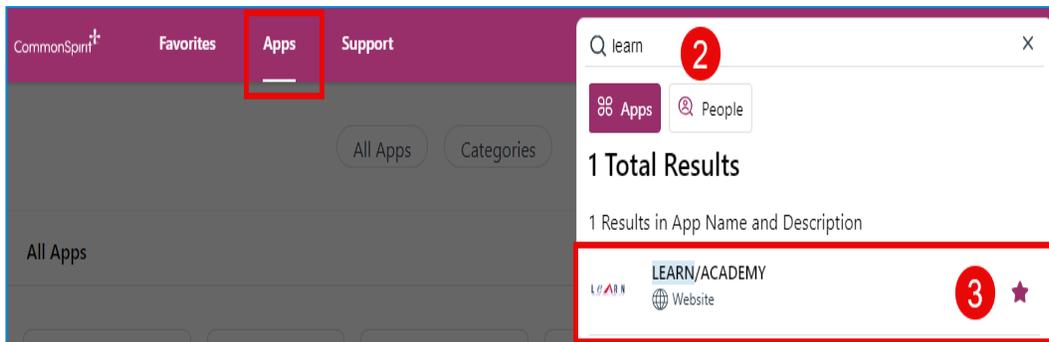
FIRST TIME LOG ON instructions for activating username:

1. Student/Instructor must call the IT Customer Service Center for first time logon. The phone number is - Colorado Springs (719)776-4200, Denver (303)-643-4200, outside of CO (855)321-4200.
2. Student/Instructor will need to give their name and PIN (which is the last 4 of the SSN). **IT should at this time assist in setting up Duo Mobile if they don't mention it – PLEASE ASK FOR ASSISTANCE IN SETTING UP DUO MOBILE!**

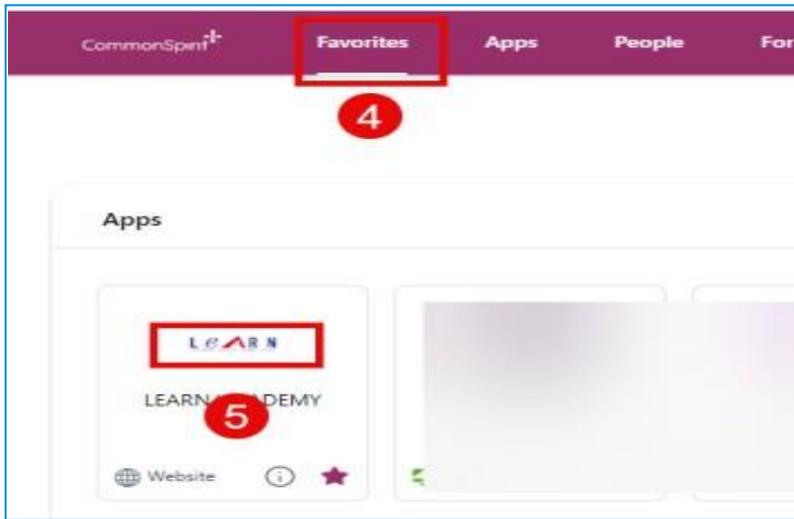
Once IT has activated your username, and given you a password:

Open Google Chrome and log into centura.workspaceoneaccess.com or <https://centura.workspaceoneaccess.com/catalog-portal/ui#/apps>

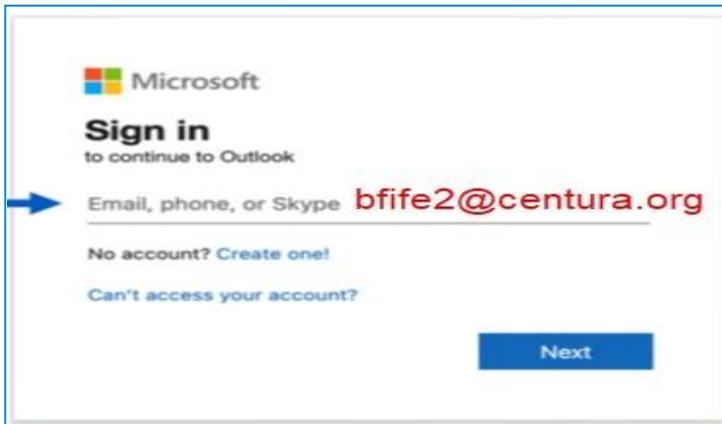
- a. Sign in with your Centura user ID (example: bfife2@centura.org) and password
- b. DUO authentication is required
2. Select Apps in the toolbar and search for LEARN
3. Click the star to favorite



4. Select Favorites from the tool bar
5. To access LEARN and Epic training, click the LEARN icon

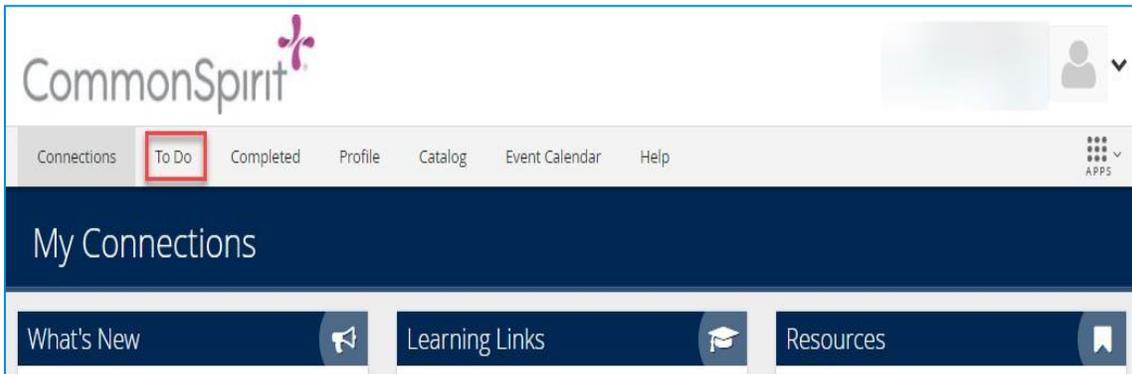


6. The Microsoft sign in window will display
 - a. Enter your <userid>@centura.org
i.e. bfife2@centura.org



Finding Epic Training in LEARN

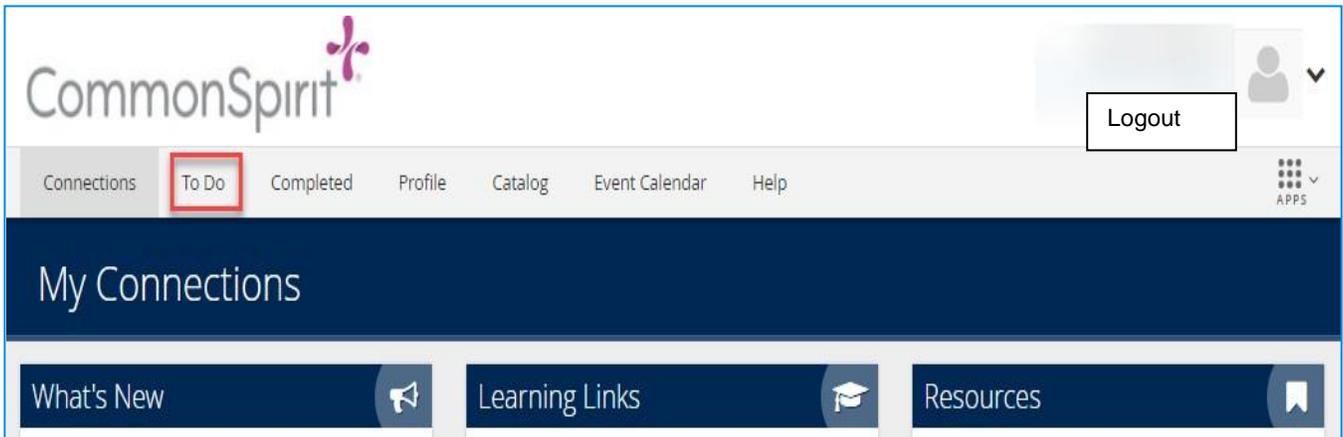
1. When LEARN opens, click **Continue** on the bottom of the home page
2. To see assigned learning, select the **To Do** tab. (IF YOU DON'T SEE IT AT THE TOP, SCROLL DOWN TO BOTTOM OF PAGE AND LOOK UNDER "SITE MAP" LIST.



3. Identify Epic assignments by looking for "**CEN Epic**" and role in the name. Click either the blue name or the Start button
4. There will be multiple lessons within your training. Select **start** on the first lesson



5. The lessons are interactive, and each lesson must be completed prior to moving to the next. Note: ***If you attempt to advance through the lesson too quickly, the system freezes and does not let you proceed forward.*** Try watching again, and/or log out and back in
6. The last lesson is the EUPA (Exam). You will have three attempts to successfully pass the exam with at least 85%.
7. Log out of the LEARN ACADEMY USING THE "LOGOUT" BUTTON IN TOP RIGHT HAND CORNER.



8. You will be redirected back to the workspaceone page. Logout from workspaceone by clicking on the icon with your initials and click on the Sign out

