

Student Guide: OKTA

This document contains information regarding the following **three activities**:

- **Verifying** and **Activating** your Student/Instructor Account
- **Finding** the LEARN platform and **Navigating** the LEARN System to complete your training
- **Resetting** your Password

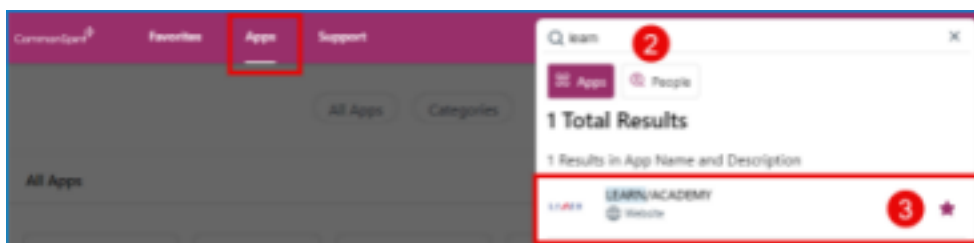
NEW USER FIRST TIME LOG ON Instructions for Okta Enrollment:

Students/Instructors should check their Academic email for a message from CommonSpirit. This email contains an Okta enrollment link and a temporary password. Please be aware that the **temporary password is time-sensitive and expires after 7 days**. Students/Instructors will be prompted to change their password upon first use. Access to LEARN will then be granted using your CommonSpiritID and new Okta password.

- *If you do not receive an enrollment email or encounter issues with Okta enrollment, you should contact the HelpDesk at **866.236.0441** for temporary password assistance. It is important that you inform the representative you are part of the **Mountain Region***

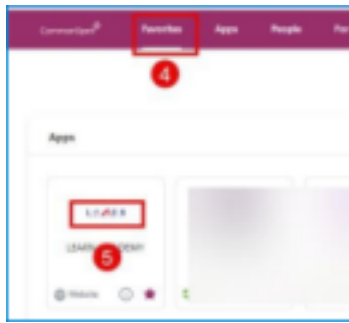
After successful Okta verification, students can access the HealthStream LEARN assignments using the instructions in the attached guide. Please allow 24–48 hours after completion for EPIC access to be granted at the facility.

1. After successful Okta verification and password set up go to:
<https://healthstream.com/hlc/cenlearn> using Google Chrome and sign in. You need to use your issued **CommonSpirit** login ID (ex. firstname.lastname@commonspirit.org) and password.
2. Select Apps in the toolbar and search for LEARN
 - o Click the star to add as favorite

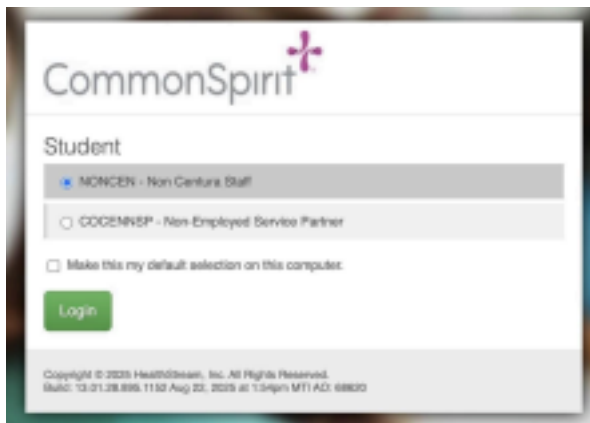


3. Select Favorites from the tool bar

4. To access LEARN and Epic training, click the LEARN icon

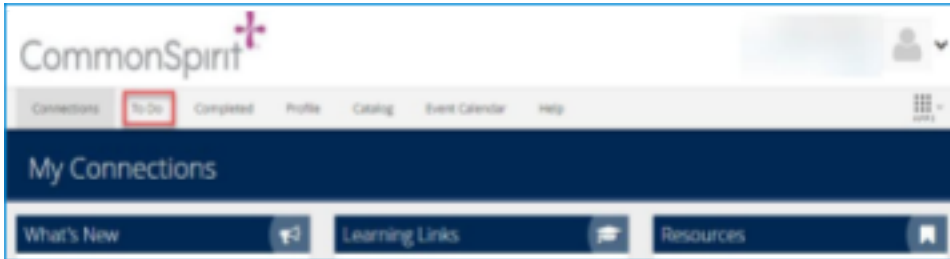


5. You may be prompted to select a role. If you are, please select NONCEN - Non Centura Staff.



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. All required Epic/Pyxis eLearning Classes will already be assigned to you, you do not self-assign any modules. If you do not see any courses assigned, **please reach out to your CommonSpirit Student Placement Coordinator at sarah.pace@commonspirit.org** as sometimes the auto-assignments do not trigger for certain job roles.
4. Click either the blue name or the Start button to start an assignment.
5. There will be multiple lessons within your training. Select **start** on the first lesson



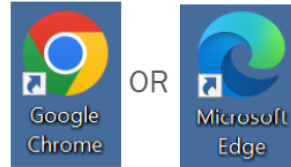
6. The lessons are interactive, and each lesson must be completed prior to moving to the next. Note: **If you attempt to advance through the lesson too quickly, the system freezes and does not let you proceed forward.** Try watching again, and/or log out and back in
7. The last lesson is the EUPA (Exam).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

If you encounter issues, please contact Cassie at cassie.page@commonspirit.org prior to contacting IT for assistance.

Please aim to complete training within one week of assignment to ensure access is granted prior to the start of your clinical.

How to Reset Your Password

1) Launch your favorite web browser.

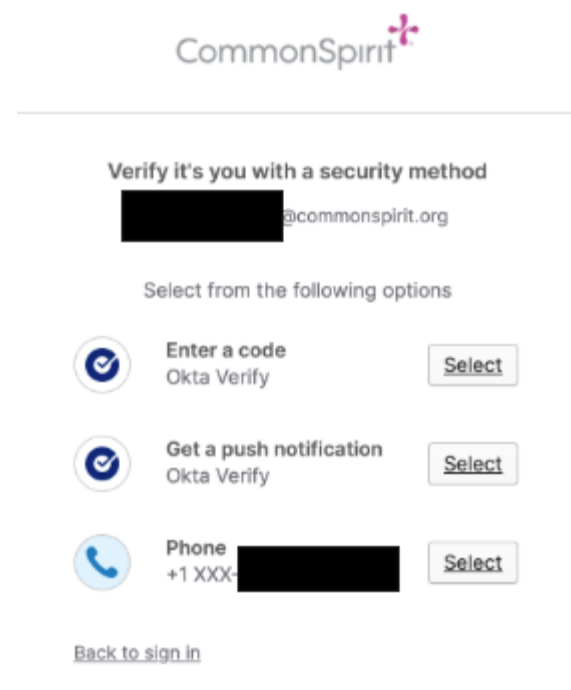


2) Navigate to: commonspiritcorp.okta.com

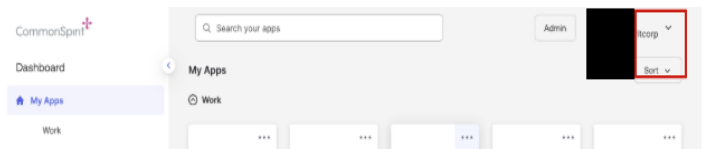
The screenshot shows the 'Sign In' page for CommonSpirit. At the top is the CommonSpirit logo. Below it is the heading 'Sign In' and the label 'CommonSpirit Email'. The instruction 'Enter your full "@commonspirit.org" identity' is followed by a text input field containing a vertical bar. Below the input field is a checkbox labeled 'Keep me signed in'. A blue 'Next' button is positioned below the checkbox. At the bottom left, there is a link that says 'Unlock an account'.

and Sign in using your full CommonSpirit ID and current password

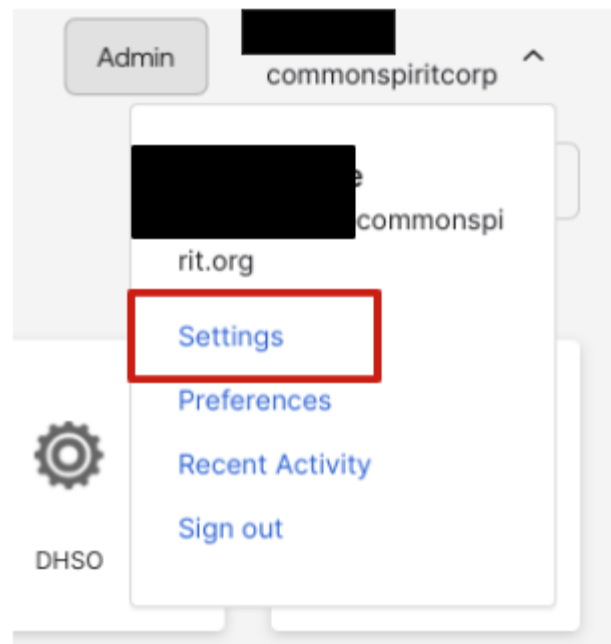
3) Complete Okta identity verification using one of the available methods (selected during enrollment).



4) In the upper right-hand corner, find the down arrow next to your CommonSpirit ID.



5) Select Settings



6) Scroll down until you locate the section with Security Methods and select reset. You will be prompted to confirm that you want to perform a password reset.



Password Requirements

- Choose a password that is at least 15 characters in length using a combination of uppercase and lowercase letters, digits and symbols
- Change your password every 180 days
- Avoid previously used passwords

Mobile Devices

If you previously saved your CommonSpirit password on a mobile device (cell phone, tablet, etc.), then you will need to log out of that device, then log back in with your new password.

Important Note

This method **may not work** if your account has expired, which typically occurs if you have experienced a break from clinicals. If you are in this situation, you will need to **contact IT**. The number is (855)321-4200 Please inform the answering tech that you already have an account and require account reset assistance. (A ticket has already been entered, but your account is dormant.) **Please remember to request assistance with DUO while on this phone call.** It is recommended that you call IT during M-F Business hours.