How to Log into the Playground Environment

Refresher

Audience: All Epic Users

The following provides instructions for how to access HSHS Epic Playground/Sandbox environments. HSHS Epic Playground is a training environment which does not contain real user logins or real patient data; it must be accessed with a training user.

Let's Take a Look

1. Log into **Epic PRD** as usual.
2. **Click** the Dashboard icon as shown below:

 NOTE: Unless you already see a Learning Dashboard, you will need to search for it. Click the name of the currently loaded Dashboard (in this example you would need to click on **Antimicrobial Stewardship**).

3. In the search field, type "Learning" and hit enter to search.

NOTE: Once accessed it will show up under "Recent" for easy access.

4. This will show you ALL the Learning Dashboards. You would want to select the one that best matches your role. (Example: a front desk user would select Learning Registration and Scheduling. A Pharmacist or Pharmacy Technician would select Learning Pharmacy, etc.)
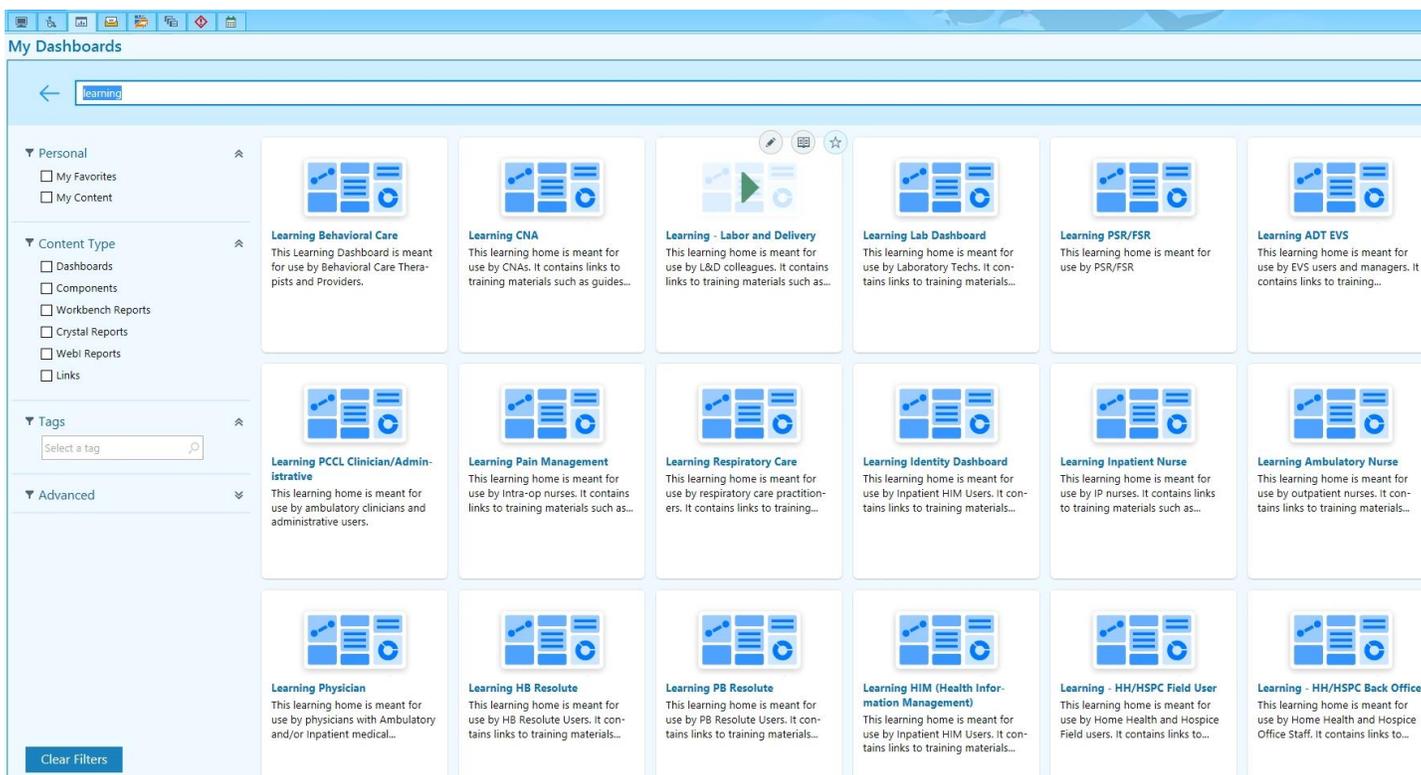
5. **Click** on the icon to load that Learning Dashboard.

6. On the Learning Dashboard, locate a section called **Playground/Sandbox Practice Documents.**

7. Next, **Click** on the link to launch the desired Classroom Information Sheet (in this example an IL Pharmacist would click on "Pharmacist (IL)" and an IL Pharm Tech would click on "Pharmacy Technician (IL)."

8. The **Classroom Information Sheet** will open as a PDF. Find the Login User IDs and Passwords. You can print for convenience. Below are 2 examples:

Welcome to Pharmacist Training	

My Login Info	
USER ID:	Pharm00
Password:	epic
Your name:	Cal Spaniel

Patients	
Lucy	Penny
Stanley	Macy
Oscar	Sam
Melody	Johnny

Welcome to EpicCare Ambulatory Provider Training	
*Your patients' last name matches your provider's last name	
Classroom Patient: Sheldon	
Exercise AMB P100 Patient: Amy	
Exercise AMB P200 Patient: Sheldon	
Practice Patient: Leonard	

My Epic Login Info		*Provider Name
User ID: IM01	Password: epic	Dr. Finn Aegea

9. Once you've found the login ID and password (epic), the next step is the launch the Epic Playground.
10. To find the **Epic Playground** environment, users will need to open Home.hshs.org where they will find the Epic PLY Icon until the Go-Live on 05/09/2021.
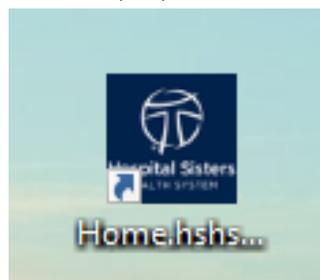
11. Click on Catalog then find Epic PLY to open. Users can also add this as a bookmark. You will not see as many Epic choices.
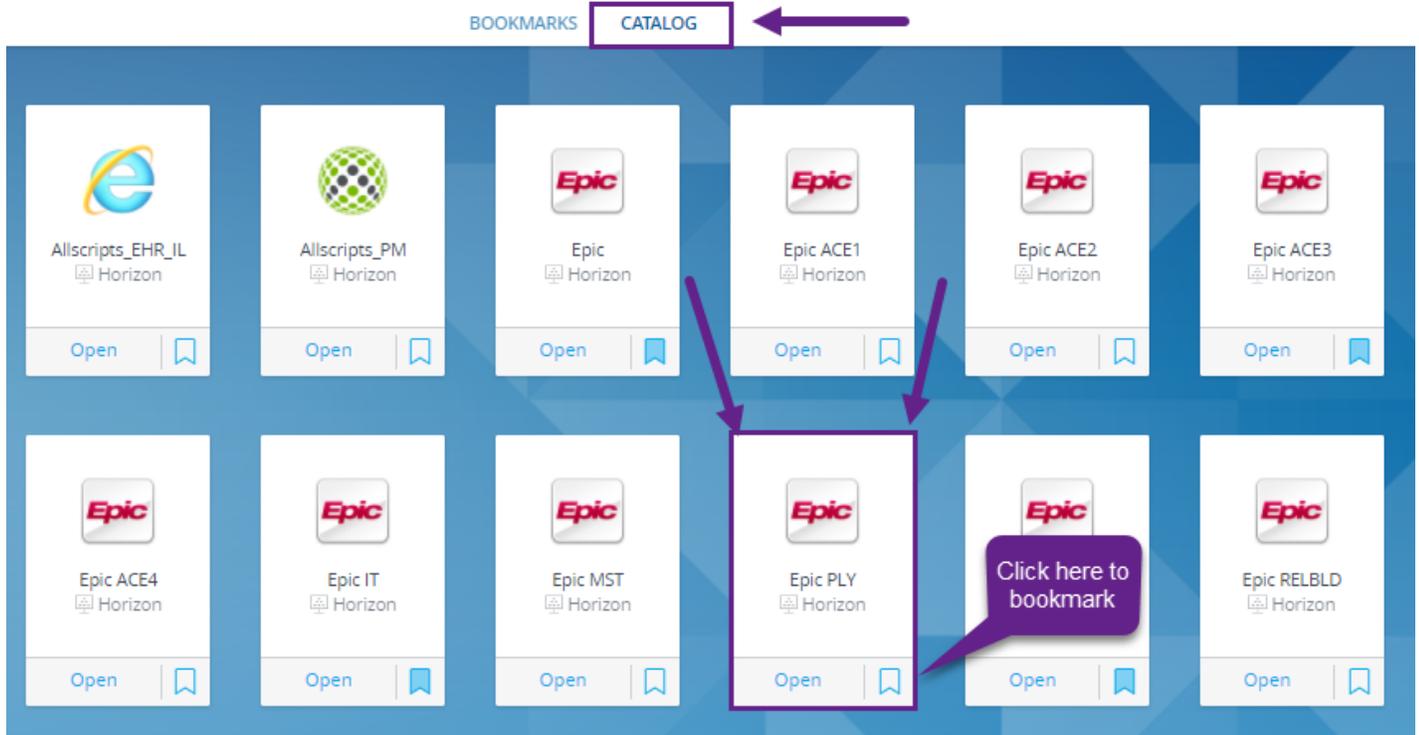
NOTE: After 05/09/2021, users will see Playground from their Epic drop down menu.
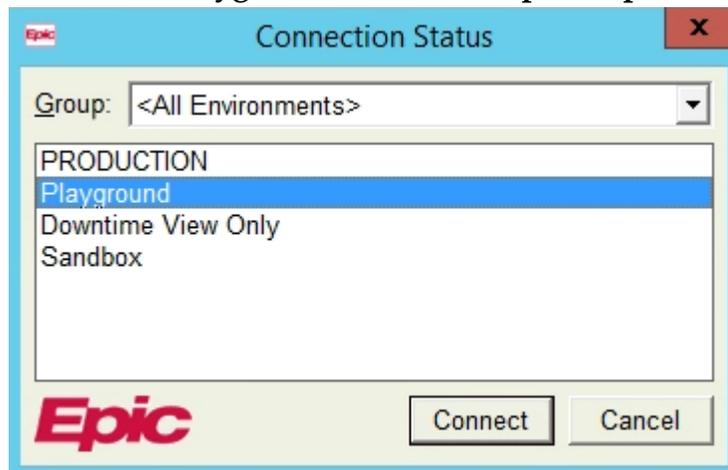
12. To login and access the **Playground environment** use the login information on the **Classroom Information Sheets**, along with any generic patients, resources, etc.

NOTE: Due to training system requirements, training users have access to specific departments only. Please use only the department listed on the Classroom Information Sheet or what has defaulted when you logged in using the training user.

Playground Login Error

Sometimes, Imprivata might attempt to utilize users' credentials to login, which will cause an error to appear on the screen. Real user accounts do not exist in the fake training environments.

1. In the event you receive an error at login, **Click** the X in the upper-right corner as shown