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.

🄌 Let's Take a Look

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

Epic -		III IF	RIS 🏠 Home 🥥 Schedule 🖼 in Basket
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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.

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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.)

My Dashboards						
▼ Personal						
Content Type Conscients Components Crystal Reports Uworkbench Reports Uwob Reports Uwob Reports	Learning Behavioral Care This Learning Dashboard is meant for use by Behavioral Care Thera- pists and Providers.	Learning CNA This learning home is meant for use by CNAs. It contains links to training materials such as guides	Learning - Labor and Delivery This learning home is meant for use by L&O colleagues: It contains links to training materials such as	Learning Lab Dashboard This learning home is meant for use by Laboratory Techs. It con- tains links to training materials	Learning PSR/FSR This learning home is meant for use by PSR/FSR	Learning ADT EVS This learning home is meant for use by EVS users and managers. It contains links to training
□ Links ▼ Tags * Select a tag ▼ Advanced *	Learning PCCL Clinician/Administrative users.	Learning Pain Management This learning home is meant for use by Intra-purses. It contains links to training materials such as	Learning Respiratory Care This learning home is meant for use by respiratory care partition- ers. It contains links to training	Learning Identity Dashboard This Iearning home is meant for use by Inpatient HIM Users. It con- tains links to training materials	Learning Inpatient Nurse This learning home is meant for use by IP nurses. It contains links to training materials such as	Learning Ambulatory Nurse This learning home is meant for use by outpatient nurses. It con- tains links to training materials.
Clear Filters	Learning Physician tise by physicians with Ambulatory and/or inpatient medical	Learning HB Resolute This learning home is meant for use by HB Resolute Users it con- tains links to training materials	Learning PB Resolute Berning home is meant for use by PB Resolute Users. It con- tains links to training materials	Learning HIM (Health Infor- mation Management) This learning home is meant for use by Inpatient HIM Users. It con- tains links to training materials	Learning - HH/HSPC Field User This learning home is meant for use by Home Health and Hospice Field users. It contains links to	Learning - HH/HSPC Back Office This learning home is meant for use by Home Health and Hospice Office Staff. It contains links to

- 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:

Patients		
Lucy	Penny	
Stanley	Масу	
Oscar	Sam	
Melody	Johnny	

Cal Spaniel

Welcome to EpicCare Ambulatory Provider Training					
*Your patients' last name matches your provider's last name					
Classroom Patient: Sheld	on				
Exercise AMB P100 Patien	t: Amy				
Exercise AMB P200 Patien	Exercise AMB P200 Patient: Sheldon				
Practice Patient: Leonard					
My Epic Login Info		*Provider Name			
User ID: IM01 Password: epic		Dr. Finn <mark>Aegea</mark>			

- 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 <u>Home.hshs.org</u> 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.

🔤 Con	inection Status				
Group: <all environments=""></all>					
Playground					
Downtime View Only Sandbox					
Epic	Connect Cancel				

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

WW\PLCharles Enter your credentials just once.	×
The user id or password is inco	orrect. Try again.
PLCharles	
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Submit	
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