

Allina Health Excellian EpicCare Link eLearning

Welcome! We think you will find this training informative and helpful. Web-based training is available seven days a week and can be accessed from any computer meeting certain technical specifications. If you are experiencing technical difficulties logging in, please refer to the last page of this document for technology requirements for your computer.

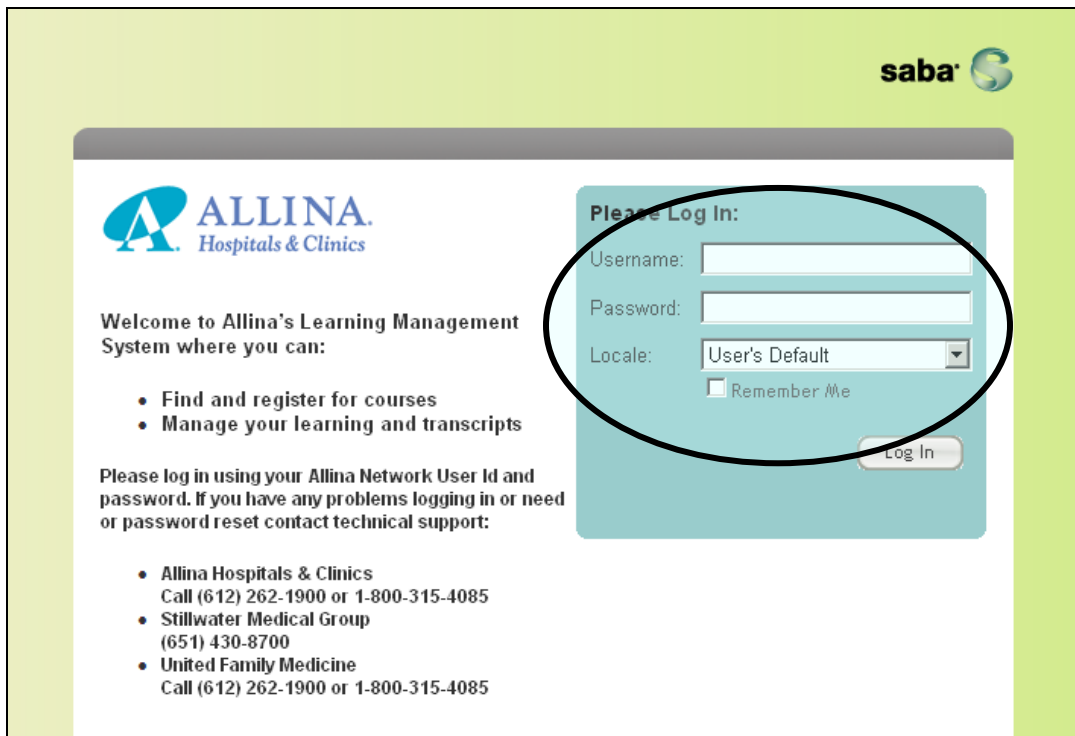
Note: The web-based training will not work on Apple computers.

If you experience slow response times while completing your lesson, please close all other open applications. Also please be patient and resist the urge to click on things multiple times. Doing so will cause the system to 'freeze'. If this occurs, or you experience other problems, please contact the Allina Health Service Desk at 612-262-1900, or 1-800-315-4085 outside the Twin Cities.

Getting Started

Go to - <https://training.sabanow.net/Saba/Web/Main>

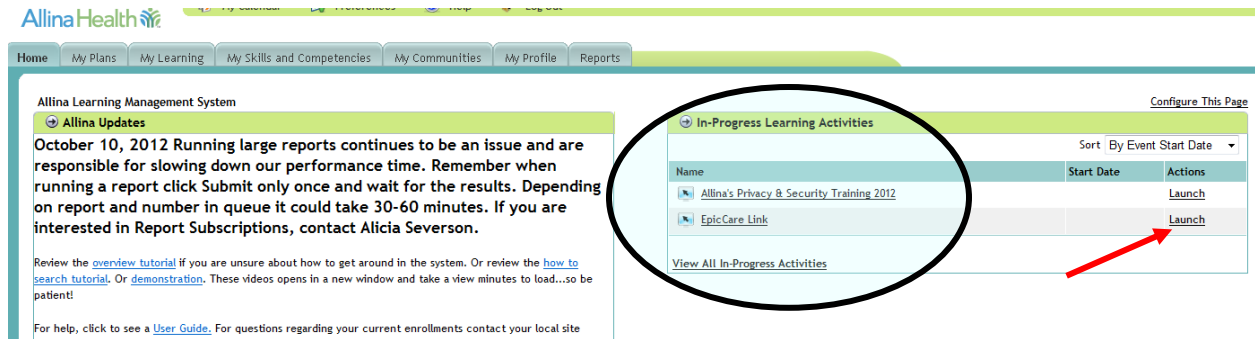
Enter your username and password that was given to you for Excellian EpicCare Link. Please do not share your user ID and password with anyone else. If you do not know your username and password or have difficulty logging in, contact the Allina Health Service Desk at 612-262-1900 or 1-800-315-4085 outside the Twin Cities.



The screenshot shows the login interface for Allina's Learning Management System. On the left, there is a welcome message and a list of actions: 'Find and register for courses' and 'Manage your learning and transcripts'. Below this, it instructs users to log in with their Allina Network User ID and password, and provides contact information for technical support. On the right, there is a 'Please Log In:' form with the following fields: 'Username:', 'Password:', and 'Locale:' (set to 'User's Default'). There is also a 'Remember Me' checkbox and a 'Log In' button. A black oval highlights the Username and Password input fields.

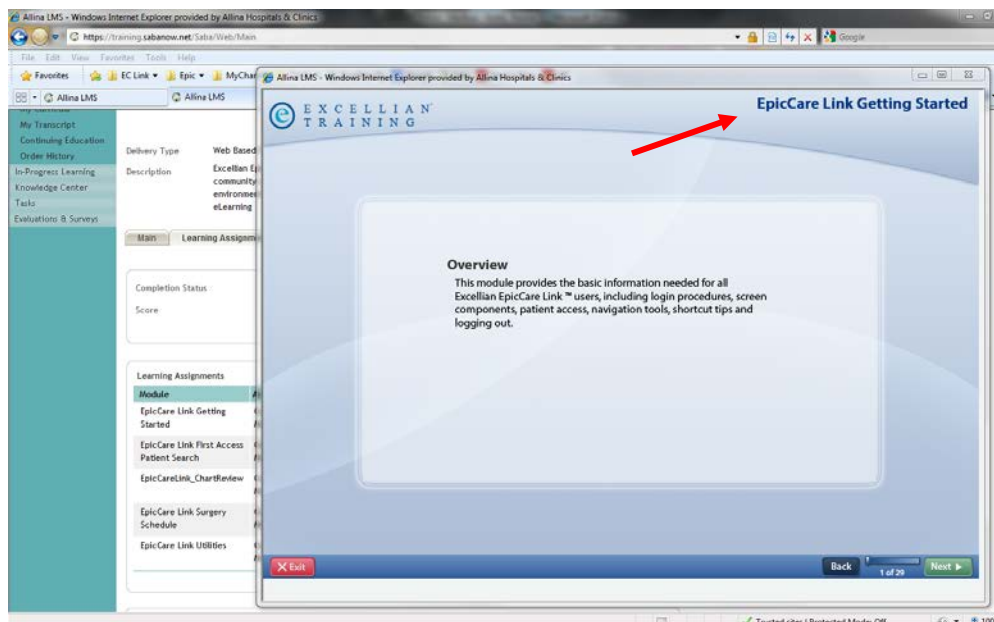
Once you successfully log on to the system, you will be taken to a page that looks like the page below. Most users will already be enrolled in the course called “EpicCare Link” as shown below. To access the Privacy and Security training, click on “Launch” as shown by the arrow below.

NOTE! If you do not have this course assigned to you, [CLICK HERE](#) and you will be automatically registered for the course. Once registered, you will just click “Launch” to open the course.



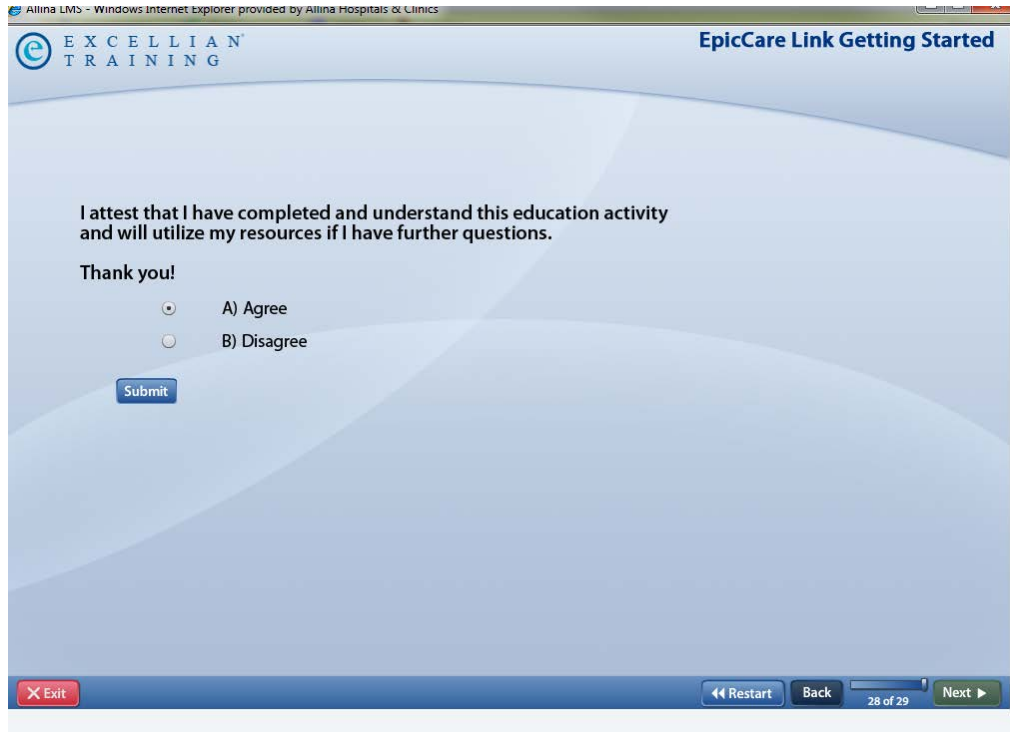
A new window will open and the first course called “EpicCare Link Getting Started” will begin. There are 5 modules total:

- Getting Started
- First Access Patient Search
- Chart Review
- Surgery Schedule
- Utilities

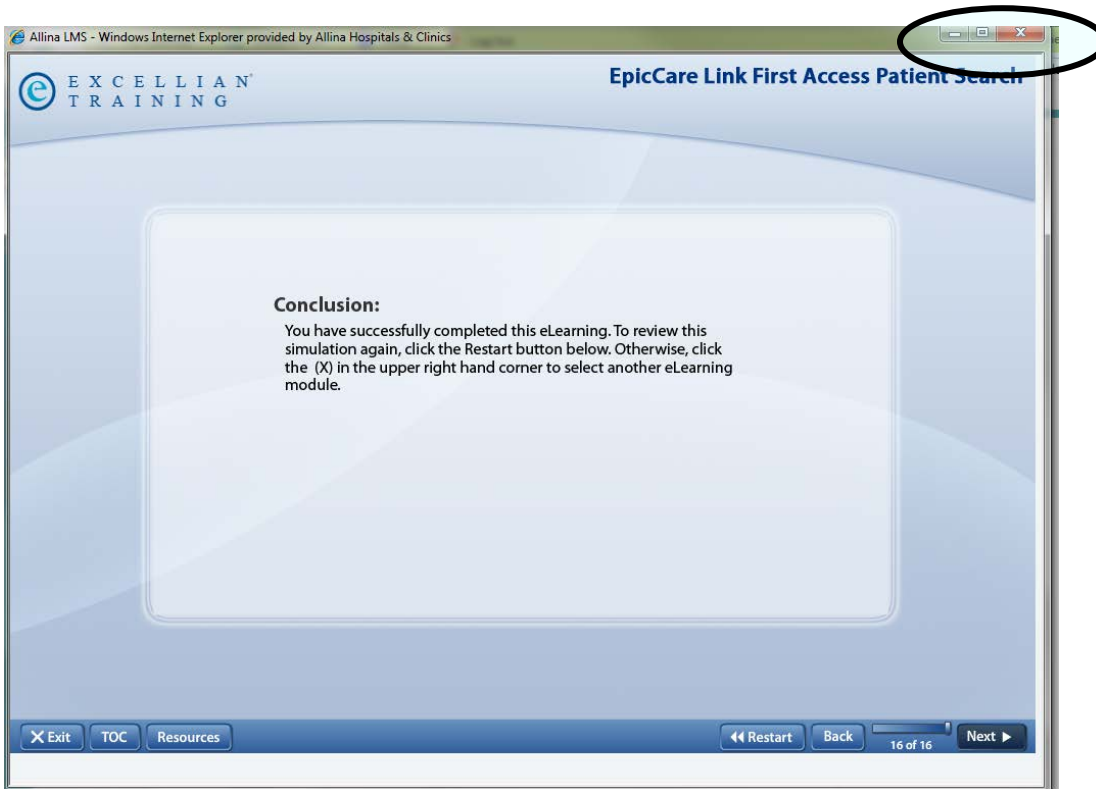


The eLearning modules are interactive, follow along by the instructions on the screen. You can use the buttons at the bottom to move forward, back or to exit the training.

When you have reached the end of the module, you will be asked this question. Select your answer and click Submit.



On the next screen click the X in the upper right hand corner to close this window.



You are now ready to launch another module. Click the Launch button and continue with eLearning. These modules are optional so you can take the ones that pertain to your role or take them all. Since this is not a required course, you will not receive a certificate of completion when you are finished.

Learning Assignments						Print Export Modify Table
Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
EpicCare Link Getting Started	Content Module	Required	Attempts Allowed: Unlimited Score: 100.00	Successful	10/18/2012	Launch more actions
EpicCare Link First Access Patient Search	Content Module	Required	Attempts Allowed: Unlimited Score: 100.00	Successful	10/18/2012	Launch more actions
EpicCareLink_ChartReview	Content Module	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch
EpicCare Link Surgery Schedule	Content Module	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch
EpicCare Link Utilities	Content Module	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch

Technology Considerations

Allina's web-based training has been tested and approved for use on Allina computers, and will run on other computers if they meet the requirements below. While Allina's Service Desk is available to answer questions about the web-based training, they cannot address computer performance issues.

Hardware Requirements

- PC with a 1 gigahertz (GHz) or faster processor
- 1 gigabyte (GB) RAM (2 GB of RAM recommended)
- Monitor (800 x 600 resolution)
- Mouse or equivalent pointing device
- Internet access (56K or higher-band modem recommended, network connection preferred)

Software Requirements

- Windows XP, Windows Vista SP1 or SP2, or Windows 7. Note: If you have installed Windows XP, you must also install Windows XP Service Pack 2 in order to launch your training.
- Java version 6.0.2 or higher
- Flash Player 10 or higher
- Microsoft Internet Explorer 7.0 or higher
- Your network/Internet user ID and password as provided by your network administrator

Note: In order to effectively operate the training software, you must disable any pop-up blockers and your computer must have the latest version of SunJava software installed. To install the Java software on your computer, visit www.java.com/en/download/windows_ie.jsp and follow the instructions to download the latest version. There is no cost associated with downloading this software.

If you experience problems, please contact the Allina Service Desk at 612-262-1900, or 1-800-315-4085 outside the Twin Cities.