HealthStream - How to Enroll in a Course (Employee)
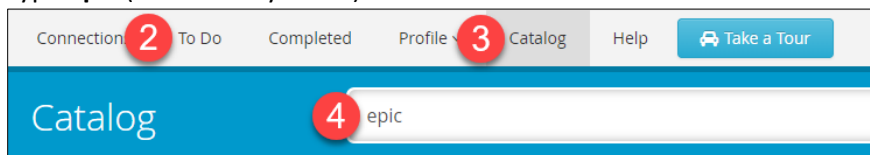
Try It Out

1. Log in as yourself:
    a. Username = employee number [#####]
    b. Password = last four digits of your SSN
2. Click the **To Do** tab, if assigned a course, skip to Step 6. If the end user doesn't have any courses auto assigned, continue to Step 3.
3. Select the **Catalog** tab
4. Type **Epic** (or other keywords) in the Search box

5. Scroll through until you find the course you wish to enroll in
6. Click on the **name of the course** or the **Info** button to see additional information about the course
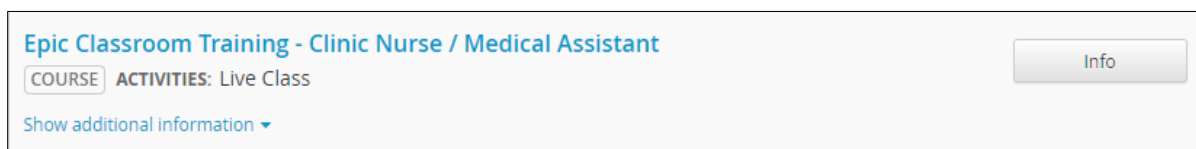
7. Select **Choose Class** (users <u>must</u> do this for all classroom training courses)

8. Choose the appropriate class based on location, date, and time. Select **Register**.