Welcome to Children’s Hospital Colorado (CHCO)!

The Clinical Applications Services (CAS) training team provides Epic Fundamentals training to prepare you for using the electronic medical record system. E-learning courses are offered to you online and can be completed at your convenience and pace. You may continue to access these courses as a reference after your initial training, and you are encouraged to revisit the CAS training site for more helpful training information throughout your career.

Your Epic Training Requirement

1. Prior to your practicum and rotation at Children’s Hospital Colorado you must complete one of the following e-learning courses. Be prepared to apply this information to an exercise and exam during the practicum.

2. Do not take every course. Complete only the course most relevant to your rotation.

   The following e-learning courses are available:

   If you work in both Inpatient and Outpatient clinics, please complete only one test but review both the Inpatient and Outpatient modules.

   a. Inpatient Fundamentals (contains Inpatient only)
   b. Ambulatory Fundamentals (contains outpatient only)
   c. Epic Fundamentals for Surgeons (contains Surgical Information only - ALL surgery sub specialties should complete this)
   d. ED/UC Fundamentals (contains Emergency Medicine only)

3. After completing an above course, you must take and pass the accompanying, required performance exam in our learning management system.

4. Upon passing your exam, Epic access will be confirmed and granted within 24 business hours based on your role.

5. These are CHCO modules only; they are completely separate from University modules.

6. ONCE YOU HAVE COMPLETED THE ASSESSMENT TEST WITH A PASSING SCORE, PLEASE TAKE A SCREEN SHOT. SAVE ONE FOR YOUR RECORDS AND BRING ONE WITH YOU TO THE EPIC PRACTICUM.

Tips for Success

- Verify that you can access the course and exam prior to your start date.
- Allow sufficient time to complete your training in case you need assistance.
- You must use a PC with Windows XP or above, and Internet Explorer 8.0 or above. Use of other browsers and operating systems (e.g., Macs) are not supported.
- For questions, to use an on-site computer for training, or to meet with an instructor after taking a course, email CASTrainTeam.
Begin Your Training

The following pages outline instructions for accessing and completing your training.

**Take Training from Home/Other Remote Location…**

1. Using Internet Explorer, click or enter:

   https://my.childrenscolorado.org

   *Citrix Access Gateway will launch.*

2. Enter your CHCO User name and Password and click Log On. **PASSWORDS ARE CASE SENSITIVE.**

   If you have a temporary password enter it here and you will be prompted to reset it on the next screen. **Please disregard the expired notification.** You should see and use the “CALL ME” function.

3. It will call your cell phone and you will have to respond to the phone call. We’ve registered your cell phone so it will call the cell # provided during on boarding.

4. From the left Applications column, click the **CAS Training** link.

   *This will open the CAS Training Home Page.*

   **Note:** If you are using a **personal computer** (not CHCO computer) you will need to install [http://www.citrix.com/go/receiver.html](http://www.citrix.com/go/receiver.html) before CAS Training will open.

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Enter your CHCO People Soft # and temporary password here. **The next screen will indicate your password is expired and you will need to reset it.**

**For trouble logging in to Citrix, call the Help Desk at 720-777-HELP.**

**RESET your password here by entering a NEW password.**

New password must have 3 different character traits (upper case, lower case, number, symbol)
5. Under the Epic E-Learning section, click the Children’s Hospital Colorado button.

This will open the full catalog of e-learning courses available to CHCO staff.

6. Provider courses display by default. In the Courses column, click your required course title from page 1 of these instructions.

The course will launch.

Return to this page if multiple courses are required for Epic access.

7. Complete all the modules listed in the left menu.

8. Once you have reviewed the material, click the Take Final Exam menu link.

Instructions for completing the exam will display.

You are required to pass the exam to receive Epic access.

**ONCE YOU HAVE COMPLETED THE ASSESSMENT TEST WITH A PASSING SCORE, PLEASE TAKE A SCREEN SHOT. SAVE ONE FOR YOUR RECORDS AND BRING ONE WITH YOU TO THE EPIC PRACTICUM.**

Additional Help:

- For assistance call 720-777-4469 or email CASTrainTeam@childrenscolorado.org during business hours, Monday – Friday, 8:30 am to 4:30pm.
- For further troubleshooting information, please call the EREX Hotline @ 720-777-3739.