Epic Training / Access Requests

“UCD requests account as usual by end user filling out computer access form sent to them by the UCD coordinator, the manager approves, then it flows to UCD IT” at which time our staff at UCH can see in active directory”.

UCD Coordinator sends list of training requests to Epic Training via spreadsheet ("UCH PC EPIC Training Registration Form") to Epic_Training@uchealth.org – include Central in email subject line.

Epic Training will search the UCH database to find network ID – if not available, Epic Training Coordinator reaches out to UCH Computer Access to confirm that information.
Once network ID is received, Epic Training matches the network ID in ULearn for training ID.

Epic Training will assign Computer Security Statement in ULearn as well as assign out appropriate training to be completed in order to obtain access requested.

Once training and security statement are completed Epic Training will receive confirmation the day after training is complete. The UCH security site is updated so that access may be granted.

Computer access will see the training completion on the security site, and their team has 2 business days to activate. Once they activate the account, resident/fellow will receive a letter via email notifying them of activation.

You have been given active access in Epic PRD (Production).
You can access Epic PRD via this internal link [http://appweb2.uch.ad.pvt/](http://appweb2.uch.ad.pvt/) from any computer connected to the UCHealth network

Your login is linked to your domain account (A.K.A. computer login that UCHealth, UCDenver, UPI provided to you). If you are not sure of your domain account username/password please contact your helpdesk to obtain that information.
Information specific to visiting residents:

*** If physicians are not credentialed – no access is granted until Med Staff states they are credentialed and approved for full privileges even if training has been completed

Requesting training / access at least 30 days in advance, if possible 45 days in advance, is appreciated due to the large volume of end-users that we assist each day. This will allow us to provide you with the best training experience and have access activated on time.