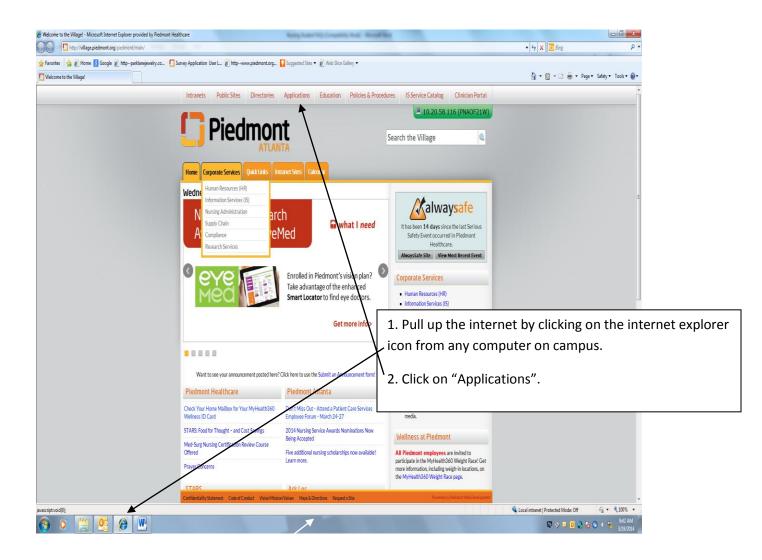


Epic View Only Access:

All students are granted View Only Access if necessary for their role. Once the student is on-site (modules are viewable only through our intranet) the student will need to complete the necessary modules, complete a written test, and then scan it to Bridget Kayser. Please see the instructions below for accessing the modules:

- 1. Students will need to view the Epic Training modules on-site at a Piedmont facility.
- 2. The view only access is available in the intranet under Education Tab.
- 3. Click on the epic training tab
- 4. Choose View Only Access
- 5. The student should view all 3 of the Required eLearning modules
- 6. Once the student has viewed the modules, they will need to complete the Epic View Only Access test and scan it to Bridget Kayser (<u>bridget.kayser@piedmont.org</u>), please include student's name on the subject line and include your contact information in the email.
- 7. a network and Epic login will need to be requested on the IS Service Catalog. This request must be completed by a Piedmont employee. It may take up to 48 hours to receive the login information.
- 8. Students will need to change their password once they receive it. Follow the steps below for changing your temporary password.



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New password must be at least 8 characters in length. Must have an uppercase letter, a lowercase letter, and either a number or a special character (but not both). Password can't be a simple password like your name and some numbers. Make it strong and remember it!

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