

## What to Do Before My Clinical Placement University Health Network: Student Services

### Checklist: Preceptored, Group Learners and Clinical Instructors

Prior to arriving please read the following on-boarding instructions below and complete the steps at least 5 business days prior to your first day of placement.

#### 1. Online registration

Please create an account via [UMLearns](#) and register your placement information. Your placement details are as follows;

- Learner Type: **Health Professions** learner
- Profession/discipline: Nursing
- Once you have filled out your profile, click on **Add New Placement** and submit your placement details

*Note for returning students: log into your existing UMLearns account and just add your new placement details*

#### 2. Online modules

- Please complete the mandatory orientation learning modules by logging into MyLearning
  - If you are currently UHN staff, please reach out to [jasmine.sheehan@uhn.ca](mailto:jasmine.sheehan@uhn.ca) who can verify your staff status and grant you a bypass for the modules
- Your required modules and e-learning log-in credentials can be found on your UMLearns profile under the **Network Log-In** tab. You will use your UPN for Remote Access as the username, and click on the temporary password to log into MyLearning (do not change this temporary password when logging into MyLearning)
- Your modules must be completed within 10 days of submitting your placement on UMLearns
- Approximate length of time to do modules: **2 hours**
- Should you encounter any issues with the modules please use a PC (non-Apple computer) using Internet Explorer web browser
- Module proof required: Please keep screenshots of your completed modules
- *Note: Your registration will only be approved once all mandatory MyLearning modules are completed.*

#### 3. Epic

- All learners who will use Epic must attend virtual, role-based training classes and pass an End User Proficiency Assessment (EUPA), to gain access to the system.
- Your Epic training assignment will be based on your upcoming placement and role at UHN
- You will register for a class in your MyLearning account once your modules are assigned and complete your Epic training on the date/time you sign up for in MyLearning, UHN's learning management system. Click here for further detailed instructions.

4. **Electronic patient health records training**

- Complete the online learning [EPR Chart Review – Read Only](#)
- Complete and submit the EPR Chart Review Read Only Course **Declaration Form** *\*\*This is the only way to get credited for completing the eLearning\*\**
- If you have any questions, please contact [nursingstudents@uhn.ca](mailto:nursingstudents@uhn.ca)
- You will be given final instructions/next steps to obtain access from UHN's Student Services

5. **MFA creation**

- Please do this step after you have been approved in UMLearns by Student Services
- If you have not done so already, you will need to change your t-ID password remotely to set up your MFA using the following link: [passwordreset.remote.uhn.ca](https://passwordreset.remote.uhn.ca) You will use your UMLearns t-ID as the user name and your temporary password as the password
- Once your password has been changed, go to <https://mfa.uhn.ca>
- To log into MFA, enter your UMLearns UPN (or UHN email address if you have one) and your updated password linked to your t-ID

6. **ID badges**

- You will be contacted by Student Services on how you can obtain a UHN hospital photo ID badge

7. **UHN email address**

- If you are a preceptored learner (i.e. – not a group student) and have a placement that is longer than 2 weeks, you will be granted a UHN email for the duration of your placement
- After you have been approved in UMLearns, your UHN email address will appear in your UMLearns profile under the **Network Log-In** tab. You will see instructions for how to access your UHN email address, and under your **t-ID**, you will see what your UHN email is

If you have any questions or require information, please contact [nursingstudents@uhn.ca](mailto:nursingstudents@uhn.ca).  
Enjoy your learning experience here at UHN!