



## Power-User Registration & Epic Training Portal

### What is the Epic Training Portal?

Epic's training portal gives users a place learn about and register for Epic provided courses. In order to access Epic's Training Portal and register for classes, you will first need to create an Epic UserWeb account. For more information on the process, please check out our guide here: <http://handbook.ahs-cis.ca/?=12702>

The Epic Training Portal can be found here: <https://training.epic.com/>.

As you explore this site, some key areas you can focus on include:

1. information specific to your Epic training progress,
2. [link to the course self-registration form](#), and
3. [Epic Training Guide for Community Members](#).



### When and how can Sign up for an Epic Power User Course?

**When to register:** Signing up at least two weeks in advance will help to ensure there is a seat available.

**How to register for a class:** Complete the class [registration form](#) located on the UserWeb > Training Home > Training Coordination section.

1. For a full listing of all Power User courses, select (1) [+ Search from a Train Track](#).
2. Use the (2) [Add](#) button next to the class label to choose a class which fits your schedule.
3. For detailed information on the course, use the (3) [H](#) button.



You do not need to provide “PO#/Cost Centre Information” to submit your request. Once submitted, it may take a few days to receive notification of your enrollment. The notification will be sent to your AHS account.

Where can more information be found?

For any questions about the process, please contact the CMIO office at [cmio@ahs.ca](mailto:cmio@ahs.ca).