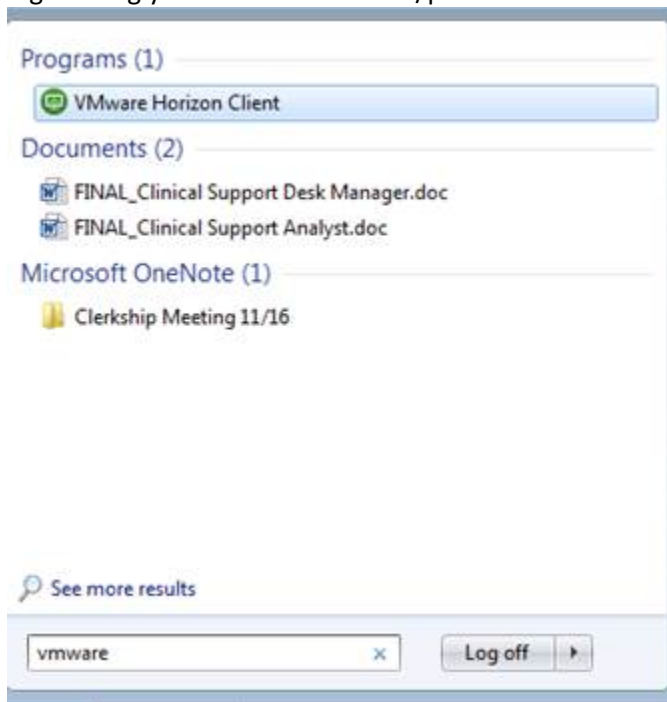


**When visiting students are onboarding, coordinators should do the following:**

1. Create a IS Self Service ticket to request system access for the incoming student (SAR). Must specific level of training in ticket so Epic team can assign appropriate template.
2. UMMHC IS will create a network log in for the student and pass along information to the coordinator
3. Coordinator will email the student with their log in and the following instructions to complete the Clinical View Only Training:
  - a. Download FMD in order to access UMMHC clinical workstation on your personal computer (instructions [here](#)). Use your clinical username and password when logging in.
  - b. Once you have logged in, open up Internet Explorer and copy and paste the following link to complete Epic Training: <https://ournet1.umassmemorial.org/Administrative/Departments/Information%20Services/IS%20Training%20Documents/Pages/Epic-Clinical-View-Only-Training-Page.aspx>
  - c. Watch all the online training videos
  - d. Complete the online assessment
  - e. Email [epictraining@umassmemorial.org](mailto:epictraining@umassmemorial.org) and your elective coordinator when you have complete the assessment with a screenshot of their score
  - f. Download and review the MD/NP/PA Student Training Manual
4. Once Epic Training receives an email confirmation that the student has completed the assessment, they will contact the Epic User Security team to activate the student's Epic account.
5. When student leaves, coordinator needs to submit an IS Self Service ticket to deactivate their account. Alternatively, can specify start and end dates when creating the account.

**FMD login instructions:**

- At your start menu, search for "VMWare Horizon Client". Double click to open the application and log in using your clinical username/password.



- If you do not have VMWare Horizon Client on your computer, follow the instructions to download the application. Link [here](#)

**Playground access:**

- On a clinical desktop, double click on the following icon to access our Playground Environment:



- Use the following credentials to log in as a clinical year medical student:
  - Username: mededu
  - Password: epic