

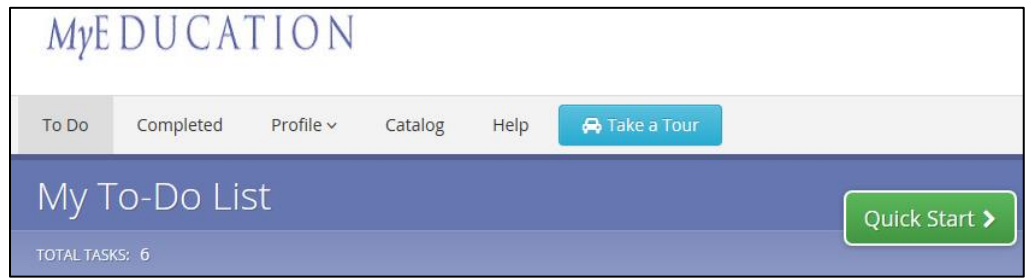
How to Access HealthEast Student Orientation (For Nursing Students and Nursing Faculty)

Welcome to HealthEast for your student experience. Follow the instructions below to complete the online orientation.

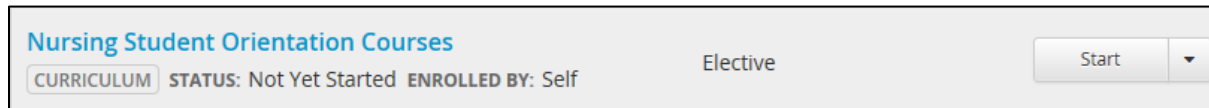
1. Go to www.healtheast.org/education.
2. Click the **MyEducation** link.
3. Click the **First time students click here to register** link. (Click this link even if you had a clinical experience at HealthEast last year. The online orientation needs to be completed once each academic year. If you were here before, you will need to create a new account).

4. Create a MyEducation account. In the **General Information** section, enter your contact information and create a user ID and password. **Please write down your user ID and password.**
5. In the **Institution Information** section, use the following parameters:
 - Location: **Unknown**
 - Hire/Re-hire Date: **Leave the default date. Do not change it to the first date of your clinical experience.**
 - Department: **Academic - Nursing Students**
 - Job Title: **HealthEast Student**
 - Active Date: **Leave the default date.**
6. Click **Submit**.

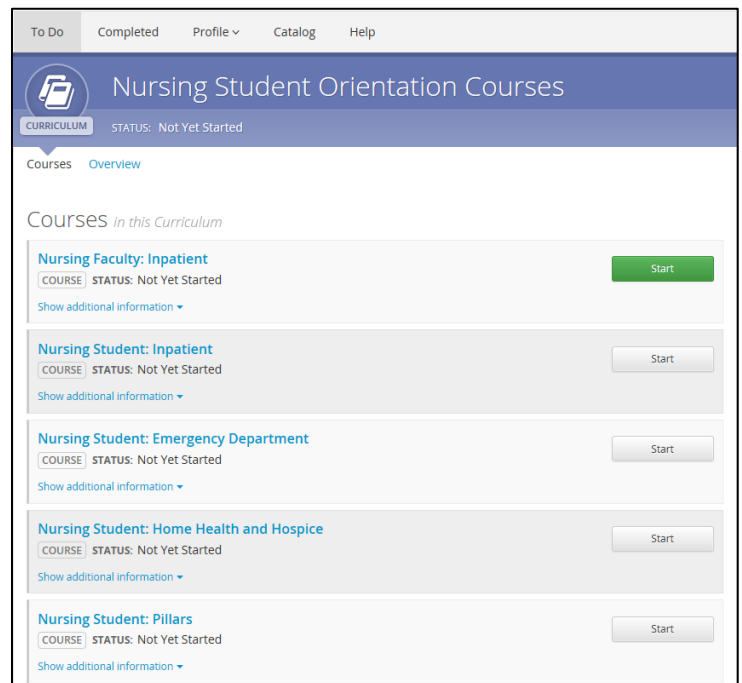
7. Click the **To Do** tab.



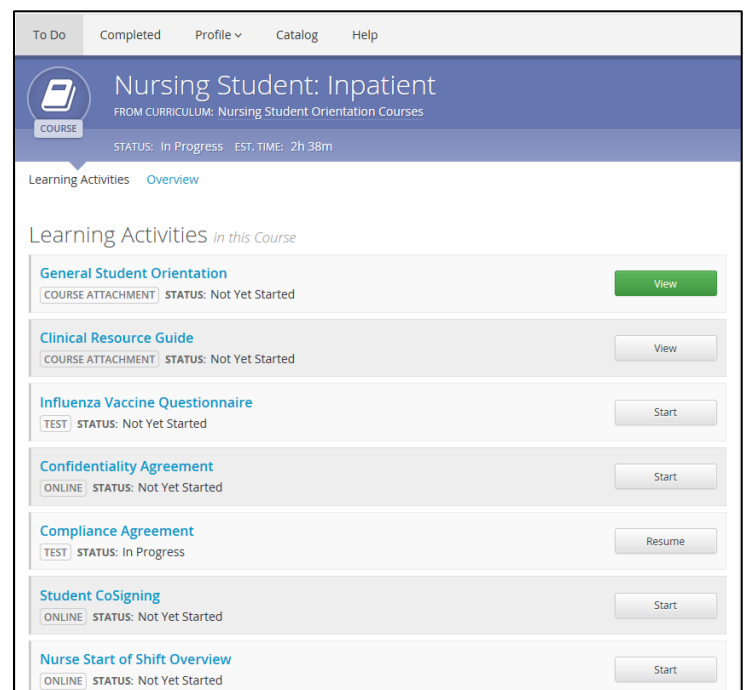
8. Your orientation will show up under your To Do list as a curriculum. Click **Start** next to the **Nursing Student Orientation Courses** curriculum.



9. Find the one appropriate course based on your role as a student and assigned department and click **Start** next to the course. **You are only required to complete one course.** (OB students should complete the Nursing Student: Inpatient course).



10. Complete all the learning activities for your course. The time to complete the learning activities will vary.



11. Your online orientation includes an Epic competency assessment. You must get at least 80% to pass the competency assessment. You may retake the competency assessment until you pass.
12. Your Epic ID will be activated within three business days following the completion of your online orientation. To confirm that you've completed all of the required learning activities, click the **Completed** tab. The orientation course will appear on your transcript once the required learning activities have been completed. If it's not there, you haven't completed all of the required learning activities within your course.