

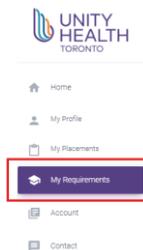
## To Access User Setting Lab – If you are exempt from Epic Training

**Description:** This tip sheet provides an overview of how to access Epic User Setting Lab if you are exempt from Epic training. There are two methods of completing the User Settings Lab:

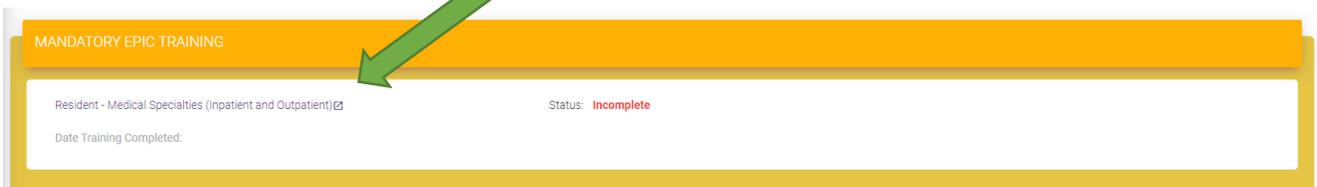
1. During a synchronous, virtual session
2. Self-directed, using a provided resource

### Method One: Booking a Synchronous session

1. Log into the Student Registration System (SRS) <https://students.unityhealth.to/public/my-requirements> and click on “My Requirements”

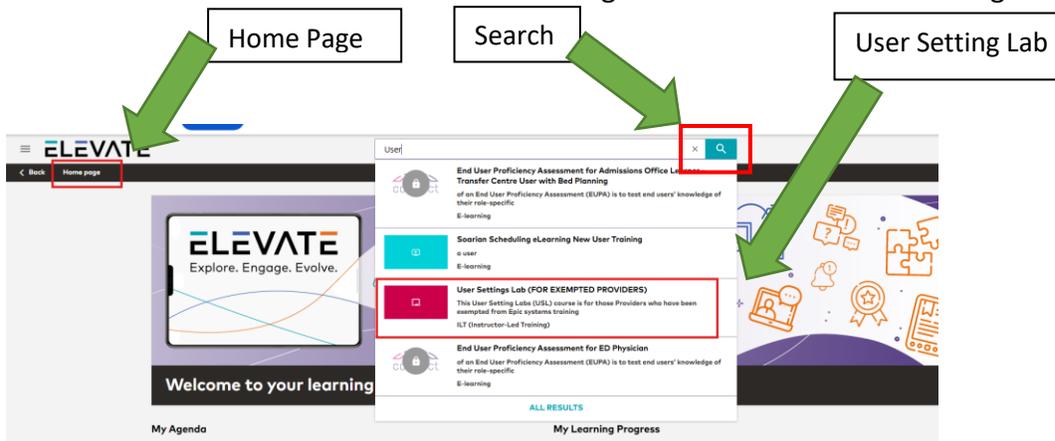


2. Locate the Mandatory Epic Training folder at the bottom of the page and click on the assigned learning plan.



This will take you to your Epic Learning Plan in Elevate (Unity Health’s Learning Management System).

3. Once in Elevate -> Go to the Home Page and Search for “User Settings”



4. Once you have opened the page – click on “Choose Session” – in the bottom right section of the page. To register, click on the session that you would like to attend.

**ELEVATE** Search content in the platform

< Back Home page > My Courses and Learning Plans > User Settings Lab (FOR EXEMPTED PROVIDERS)

### User Settings Lab (FOR EXEMPTED PROVIDERS)

ILT (Instructor-Led Training) ENGLISH

SHARE ADD TO PLAYLIST MARK AS OUTDATED

**Course description**

This User Setting Labs (USL) course is for those Providers who have been exempted from Epic systems training and successfully passed EUPA. These are live guided course sessions offered to providers where they learn how to personalize the system to their needs.

During these sessions you will learn how to customize ordering tools such as an order set, or order panel, and customize note writing tools like a SmartPhrase or macro. You will learn to create shortcuts and preferred tools that will allow you as an end user to tailor your Epic experience to meet your needs and preferences.

Personalizing your Epic profile will allow you to customize the system and will identify opportunities to streamline workflows and increase efficiency within Epic.

To download your certificate as evidence of your Unity Health Toronto Epic training, please retrieve it from the User Settings Lab (CERTIFICATE ONLY) course in Elevate.

**Enrollment options**

**Enrolled**

Missing session enrollment  
Select a session and enroll

**CHOOSE SESSION**

**Course details**

Time to complete  
Unlimited access

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Your learning platform uses cookies to optimize performance, preferences, usage & statistics. By accepting them, you consent to store on your device only the cookies that don't require consent. By continuing to browse this website, you implicitly agree to the use of necessary cookies. You can change your cookie settings at any time in the Cookie preferences.

COOKIE PREFERENCES ACCEPT

### Choose session

Select the session in which you want to enroll

FILTERS

Click to choose session

**User Setting Lab Session 1**  
12/19/2024, 02:00 pm - 03:30 pm (GMT -05:00) America/Toronto  
1 event | Full online | Custom tool | 1h 30m

**User Setting Lab Session 2**  
01/2/2025, 02:00 pm - 03:30 pm (GMT -05:00) America/Toronto  
1 event | Full online | Custom tool | 1h 30m

CANCEL **CONFIRM**

### **Method Two: Self Directed Completion**

1. Go to Citrix
  - a. If you are off-site, access via <https://citrix.unityhealth.to/>
  - b. If you are on-site, access via <https://citrix.unity.local/>
2. Username : **unity\your Unity Health user name**
3. Enter **Your Unity Health password**
4. Passcode : **FortiToken on your phone**
  
5. Log in and launch the **UnityNet App**.
6. After it launches, copy and paste this hyperlink in the url section.  
[User Settings Lab PowerPoint](#)

The Uses Setting lab will help you achieve an essential level of personalization in Epic.

At a minimum, please ensure that you complete:

1. Completing 1 order template and
2. Completing 1 note template

Personalization can also include creating your own Smart Phrases and templates, and making your own order sets and order panels.

Please reach out the Student Centre if you have any questions

<b>SMH</b>	<b>SJHC</b>	<b>PHC</b>
<a href="mailto:studentcentre@unityhealth.to">studentcentre@unityhealth.to</a>	<a href="mailto:meded.sjhc@unityhealth.to">meded.sjhc@unityhealth.to</a>	<a href="mailto:Justin.erickson@unityhealth.to">Justin.erickson@unityhealth.to</a>