



Connect Care Register & Submit SEUPAs

Tip Sheet

This tip sheet is to support learners to register and submit a Simulation End User Proficiency Assessment (SEUPA). To do so, there are 3 systems required for learners to access for a submission: MyLearning Link (MLL), Learning Evaluation Support System (LESS), and Epic Hyperspace EXAM## Environment.

Access LESS through MLL

MyLearningLink (MLL)

1. Log in to [MLL](#)
2. Go to **Required Course** page
 - a. Expand the **Role** and the expand the track for required SEUPA
3. In the **Assessment** section, click **View** for the SEUPA you are completing
4. This will open the Course Details.
 - a. Click the **Learner Evaluation Support System (LESS)** link.

Epic - AMH Ambulatory Mental Health Therapist SEUPA

Mobile Ready - No
Description - SEUPA (Simulation End User Proficiency Assessment). Available upon completion of the corresponding eLearning courses and Instructor Led Training (ILT) Course.

Scheduling of this SEUPA Project is managed in the Learner Evaluation Support System (LESS) and the evaluation is completed OUTSIDE of MyLearningLink. Once your SEUPA Project is complete, your record will be updated in MyLearningLink up to 4 hours later.

Instructions on how to complete the SEUPA will be available within the LESS system on the date scheduled. If you are unable to attempt the SEUPA Project on the date scheduled, you *must* reschedule in the LESS system.

[Click here to access the Learner Evaluation Support System \(LESS\)](#) **LESS hyperlink is currently not available outside of the AHS network**

[Click here for more information about Registering and Submitting a SEUPA](#)

Please Note: SEUPA (Simulation End User Proficiency Assessment) Projects assess learners' knowledge of workflows to ensure efficient and accurate use of the Connect Care (Epic) system. SEUPA Projects are completed in the Epic Exam Environment.

Time required to complete course - 20 to 60 minutes

Pass Criteria - 80%

Learner Contact - Connect Care SEUPAs


Additional Information - You must use a supported browser to access the Learner Evaluation Support System (LESS).

Learning Services adheres to AHS IT Browser Standards. To improve your learning experience, we recommend you verify your computer browser is in accordance with AHS IT standards.

If you believe you have been assigned this course in error, please discuss with your manager. If concerns persist, please have your manager contact Connect Care Learning.

Course Requirements - In order to obtain access to the Epic system, you **must** pass this SEUPA (Simulation End User Proficiency Assessment), and you must complete Required Organizational Learning (ROL) - Infocare - On Our Best Behaviours eLearning.

Course Prerequisites **Certificate Prerequisites** - None
Number of courses to complete in this group: All
Epic - AMH Ambulatory Mental Health Therapist ILT
Required Organizational Learning (ROL) - InfoCare - On Our Best Behaviours

Session	Date	Location	Site	Details	Enrolment
 10003	Fri Jan 7, 2022 8:30AM - Mon Jan 15, 2024 4:00PM	External Provider	External Provider	Session Details	0 out of Unlimited Registration Available Soon

Register for your SEUPA

Learning Evaluation Support System (LESS)

5. Log into the LESS system using AHS username
6. Click the **Choose a SEUPA** drop-down and select required SEUPA
 - a. **NOTE:** If you click the View my existing registrations you can view any upcoming or completed registration.
7. Click in the **Click to select...** field and a calendar will appear
8. On the calendar you pick the week you want to complete the SEUPA and then select the specific day
9. Review the Confirm Registration screen. You have 2 minutes to confirm your registration.
10. For same day registrations, the Registration Screen will provide important instructions and login details for completing your SEUPA.
 - a. For advance registrations, instructions will come via email.

IMPORTANT: Pay close attention to details on Registration Screen in LESS

Registered User	Aaron Mandseth
SEUPA Project	Epic - Patient Access SEUPA
SEUPA Project Date	Friday, January 21, 2022 You have from 7:00 AM to 11:00 PM to complete your SEUPA.
A Epic Details	Following the instructions provided above, you will be asked to use the information below on an Epic EXAM environment. Environment EXAM## Login ID ADTPA Password train Epic User Adt, Patient Access Patients n/a - You create your own patient
B SEUPA Project Instructions	Click here to view your exam instructions

A. Epic Details

- May choose to write down these details or take a photo with your phone.
- Assigned EXAM environment (EXAM01, EXAM02, EXAM03, EXAM04)
- Unique login user(s), password and patients required to complete the SEUPA. **You will NOT use the users and patients on the classroom information sheet you used in class!**

B. SEUPA Project Instructions

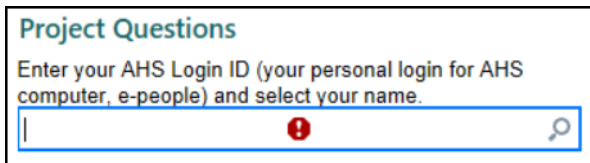
- Link to open exam instructions, may choose to print or split screen ([see instructions below](#)) with Epic EXAM Hyperspace application.

Complete and Submit SEUPA

Hyperspace EXAM Environment

11. Refer to Epic Details and open assigned EXAM environment
12. Log in to system with assigned user and password.
13. Follow instructions to complete workflow/documentation in the system.
14. Once complete, click **Submit Training Project** in the Hyperspace toolbar.
15. The Submit Training Project activity will open as a tab in your workspace. Enter:
 - a. Your name (Last name, First name)
 - b. Your email address
 - c. And Choose the project that is specified on your instruction sheet.
16. Additional **Project Question** Fields will appear that are specific to each project.

Important: Enter your AHS Login ID (your personal login for AHS computer, e-people) and select your name



Split Screen Instructions

17. Open SEUPA Project Instructions in internet browser and assigned EXAM environment
18. Minimize the Epic system by clicking the double square icon in the upper-right
19. Click and drag on the sides to make Epic hyperspace fit half of the monitor and SEUPA instructions on other half.

