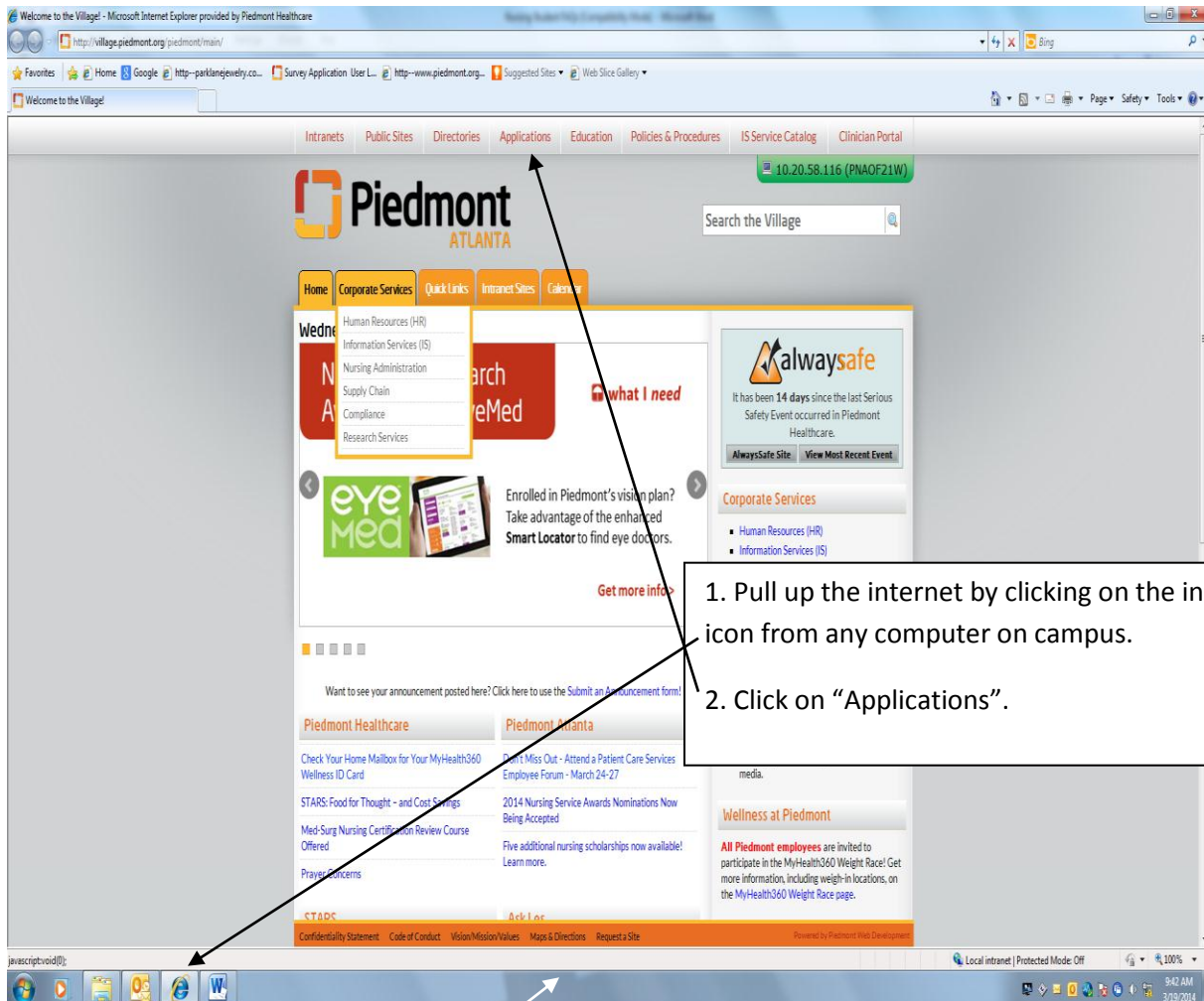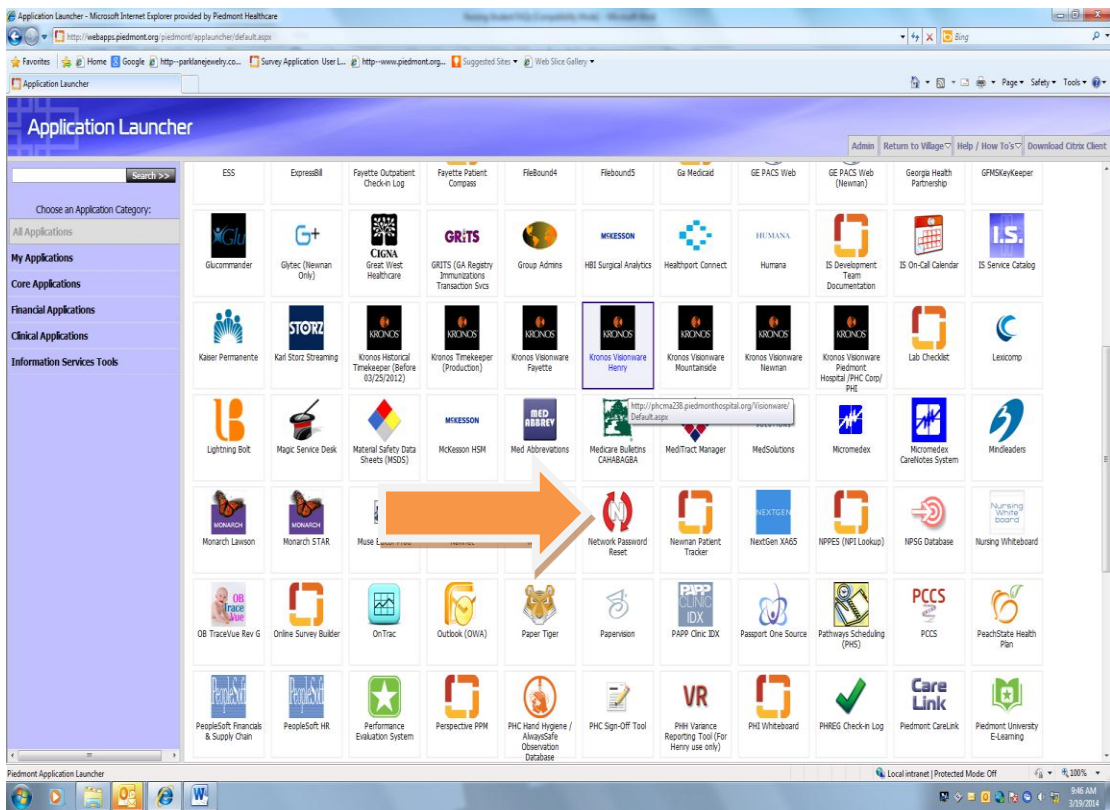# Epic View Only Access:

All students are granted View Only Access if necessary for their role. Once the student is on-site (modules are viewable only through our intranet) the student will need to complete the necessary modules, complete a written test, and then scan it to Bridget Kayser. Please see the instructions below for accessing the modules:

1. Students will need to view the Epic Training modules on-site at a Piedmont facility.
2. The view only access is available in the intranet under Education Tab.
3. Click on the epic training tab
4. Choose View Only Access
5. The student should view all 3 of the Required eLearning modules
6. Once the student has viewed the modules, they will need to complete the Epic View Only Access test and scan it to Bridget Kayser (bridget.kayser@piedmont.org), please include student's name on the subject line and include your contact information in the email.
7. a network and Epic login will need to be requested on the IS Service Catalog. This request must be completed by a Piedmont employee. It may take up to 48 hours to receive the login information.
8. Students will need to change their password once they receive it. Follow the steps below for changing your temporary password.

1. Pull up the internet by clicking on the internet explorer icon from any computer on campus.

2. Click on "Applications".

New password must be at least 8 characters in length. Must have an uppercase letter, a lowercase letter, and either a number or a special character (but not both). Password can't be a simple password like your name and some numbers. Make it strong and remember it!