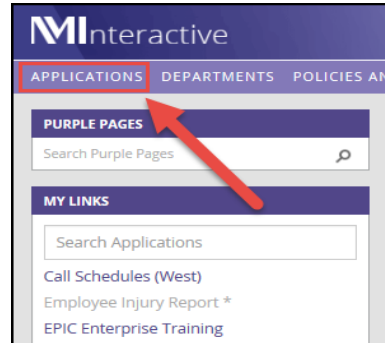


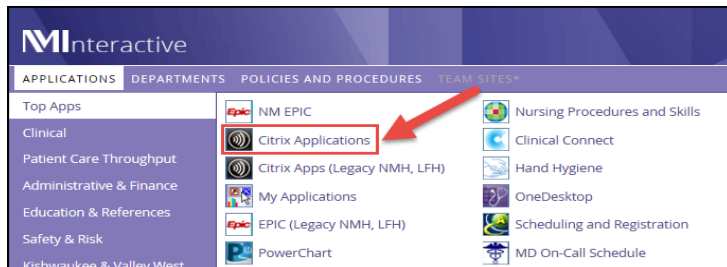
Accessing the Epic Playground from a Hospital PC

To access the Epic Playground from within the hospital:

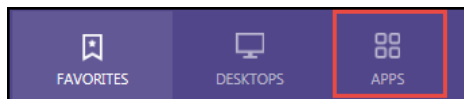
1. Launch your internet browser to open the Northwestern Medicine intranet (NMI).
2. Click **APPLICATIONS** in the top left corner.



3. Click Citrix Applications



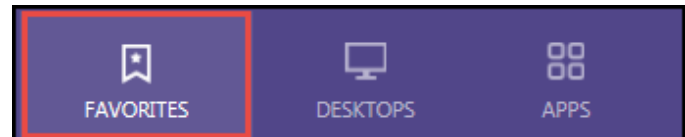
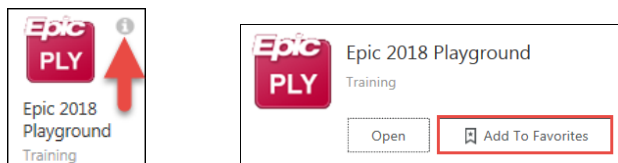
4. Click on the APPS icon in the header



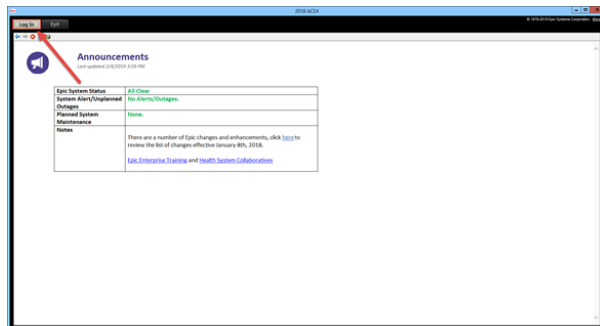
5. Find the Epic Playground icon for Hyperspace or Remote Client and click it to launch the Epic Playground.



6. If you would like to make the Epic Playground a favorite, left click on the gray i in the right corner, then select **Add to Favorites**. You can now access the Epic Playground app from the Favorites menu.



7. Click Log In in the upper left corner



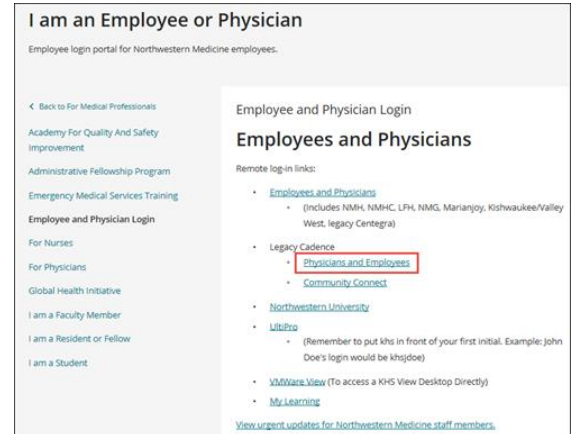
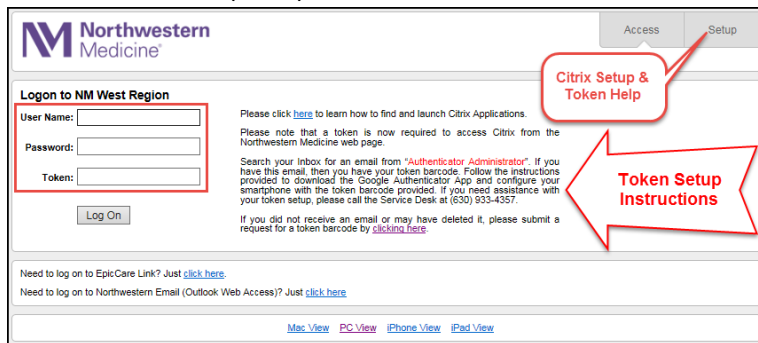
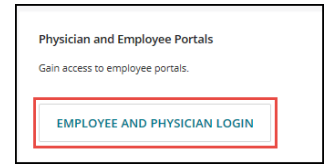
8. Login using a training ID and password. You can use the one from your information sheet you used during your training class. You can also look one up on the Epic Enterprise Training site on NMI. (See your tip sheet on How to Find the Epic Training Playground Logins if you need help looking up login information).

If you have trouble with any of these steps, call the Help Desk for assistance at 630-933-4357 (HELP).

Accessing the Epic Playground Remotely

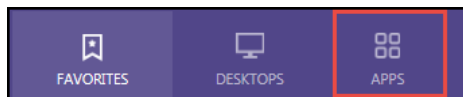
To access the Hyperspace or Remote Client Epic Playground from outside the hospital:

1. Launch your internet browser
2. Type www.nm.org into the address search field
3. Scroll to the bottom of the page and click 'Employee and Physician Login' in the bottom right of the page.
4. The 'I am an Employee or Physician' page will open. Select **Legacy Cadence Physicians and Employee** login
5. The Employee Access login page will open. **Enter your network ID (User Name), Password, and Token.** (You get your token through the Google Authenticator App). If you do not know your User Name and/or Password, or need assistance with your Token setup, please call 630-933-4357 (HELP) for assistance.



6. This will log you directly into the **Citrix Receiver**.

7. Click on the APPS icon in the header.



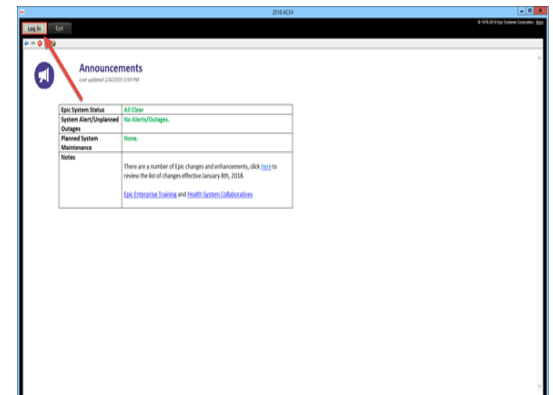
8. Find the Epic Playground icon and click it to launch the Epic Playground. (It may take a minute to launch).

**If you would like to make the Epic Playground a favorite, please refer to step 6 on the other side of this tip sheet.



9. The Hyperspace or Remote Client login screen will appear. Click Log In in the upper left corner.

8. Login using a training ID and password. You can use the one from your information sheet you used during your training class. You can also look one up on the Epic Enterprise Training site on NMI. (See your tip sheet on How to Find the Epic Training Playground Logins if you need help looking up login information).



If you have trouble with any of these steps, call the Help Desk for assistance at 630-933-4357 (HELP).