

NEW STUDENT USER Epic Access Instructions

This document contains information on how to:

1. Change your temporary password
2. Access the Ochsner Learning Network (OLN) to complete your Epic training modules

Your User ID will be provided to you by your school or hospital sponsor.

Your Temporary Password will be:

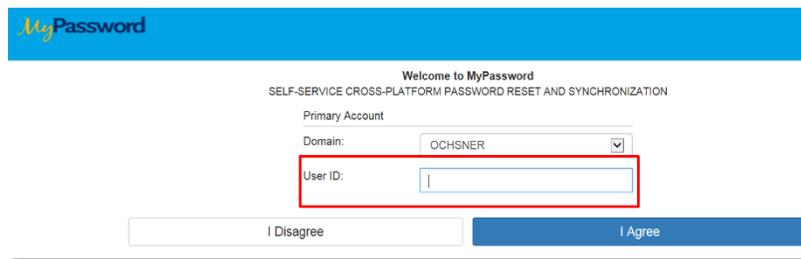
First 4 letters of your first name (first letter is capitalized) followed by last 4 of the SSN, followed by two exclamation points.

Example: Stua1234!!

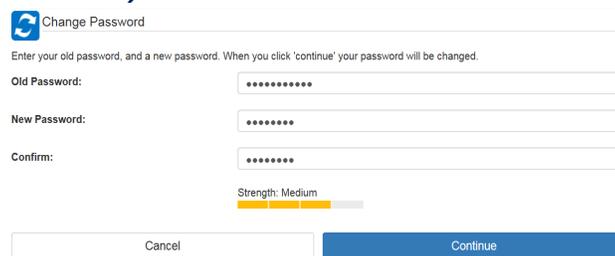
MyPassword Setup

The following steps will guide you through your Ochsner single sign-on credentials. If you receive an error message, please contact your hospital sponsor or the IS Service Desk | 504-842-3610 for assistance.

1. In your internet browser address bar, type mypassword.ochsner.org. Enter your User ID in the appropriate field. Click “I Agree” once you have entered your User ID.



2. The next page has three fields for you to enter information. Use the below information to enter the correct information in each field
 - a. **Old Password:** Your temp password will be First 4 letters of the users first name (first letter is capital) followed by last 4 digits of your SSN followed by two exclamation marks. **(Ex: Stua1234!!)**
 - If your name only has three letters, the fourth letter will be the first letter of your last name. **(Ex: Ann Does = Annd1234!!)**
 - b. **New Password:** Your first 90 day password can be anything you would like as long as it follows the following criteria: *10 character minimum, 1 capital letter, 1 number* **EX: Ochsner1**
 - c. **Confirm:** Re-enter your password from the New Password field exactly as you did before.
 - d. Press “Continue” to the bottom right to finish the setup.
3. Re-enter your new password and **then create your security questions!**
(DO NOT SKIP THIS PART!)

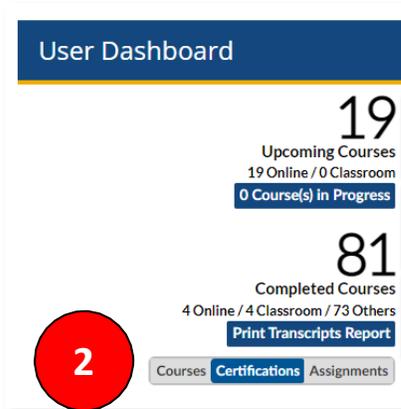
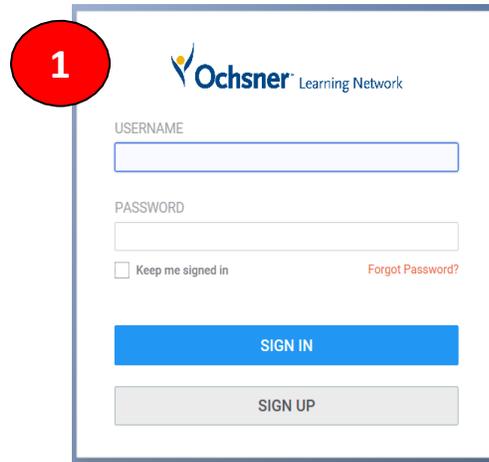


NEW STUDENT USER

Epic Access Instructions

How to Log into OLN from home:

1. In your internet browser address bar, type **oln.ochsner.org**
2. Log into OLN using your Ochsner username and Password
3. You will be directed to your User Dashboard. To locate the Epic modules, click on Certifications.



4. Once you complete the modules, it can take up to 8-10 business days for your Epic access to become active.

Password Issues?

1. **Do Not** update your password in OLN. Update using the **mypassword.ochsner.org** website
2. Reset the password on **mypassword.ochsner.org** **first**, then log into OLN.



Need Network ID and Password Assistance?

Contact IS Service Desk | 504-842-3610

OLN Help Line

Call 504-842-6646 (option 6) | OLN@ochsner.org