CST Training Checklist for Students
(Excluding Medical Students and Residents)

Updated April 12, 2019

CST training is <u>mandatory</u> for your placement and to gain access to the clinical information system, **CST Cerner**.

Step 1: Get set up with Health Authority & LearningHub accounts (4 weeks before classroom training)

☐ Yes, I have received my **Health Authority Network Account/User ID** from uas@hssbc.ca
- I have received a **Health Authority Network Account/User ID**
- I have received an Activation Code from User Access Services (uas@hssbc.ca)
- This was sent to my academic email (e.g. name@student.ubc.ca) within 4 weeks of my placement start date
- Your instructor will help activate your account at *activate.healthbc.org* during classroom training (time permitting)
- Bring this email to easily reference it for account activation at the end of classroom training

Yes, I received an email from uas@hssbc.ca, **but** it did not include an activation code
- If you did not receive an activation code, your account is already activated
- Set your account password using the **Self-Service Password Reset tool**

No, I did not receive any email from uas@hssbc.ca
- Contact **VCH Service Desk at 604-875-4334 or 1-888-875-4334** if you have not received this email.

You <u>must have</u> your Health Authority Network Account/User ID when you arrive on site for classroom training.

☐ Yes, I have a LearningHub account
- Your LearningHub account **MUST** be associated with your **academic email address** (e.g. name@student.ubc.ca)
- I have updated my account with my academic email address

No, I do not have a LearningHub account
- **Sign up for a LearningHub account** with your **academic email address**

How to update your email *(double click)* → [PDF] Updating your Login email address in Learn

Step 2: Complete the e-Modules prior to classroom training (avg. 2 hours)

☐ Yes, I have logged into my LearningHub account to complete my e-Modules
- A. I have **completed the Curriculum courses** – required for system access
- B. I have **completed the Supplementary Curriculum courses** – prerequisite for classroom training

To complete e-Modules:
1. Find courses specific to your role under the **Curricula** header in LearningHub
2. Click on the **Curriculum Courses** button
3. Register yourself for each course (e-Module)
4. Complete the courses from top to bottom

How to use LearningHub *(double click)* → [PDF] LHUB-CST_guide_v1.pdf

Step 3: Get ready for classroom training (if applicable)

☐ Yes, I am attending classroom training
- I have received an email from Learning Hub with my classroom training **date**, **time** and **location**
- I am aware that CST Learning will coordinate my classroom training schedule
- I know that my Placement Coordinator and school Instructor will be given all my training details

No, I do not need to attend classroom training – only eLearning training
- I am a Pharmacy or Lab student and do not require classroom training – only eLearning training
- I have completed all of my e-Learning modules

Step 4: Go to training as scheduled (avg. 1 day or less)

☐ Yes, I am ready to attend classroom training and will **bring the following to class**:
- Full Name & Date of Birth
- Network Account/User ID
- Activation Code *(if applicable – see Step 1)*
- My **academic email address** that I used with my LearningHub account *(See Step 1)*

Step 5: Access granted

☐ Yes, I have completed training and am ready to access CST Cerner
- I have successfully logged onto a computer with my Network Account/User ID and password
- I have successfully opened a Cerner application in CST Cerner

Contact the **CST Phone Support Centre at 1-844-214-7444** for any technical or access issues.

CSTproject.ca

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