

Classroom Rules and Expectations

Phones:

- ✓ Please mute yourself and step away to take any emergent calls or text messages-please let us know and we can most likely take a break
- ✓ Refrain from using phone unless on break/lunch

Bathroom Breaks:

- ✓ We will take breaks as a group, but you are welcome to excuse yourself any time-please let us know

Snacks/Drinks:

- ✓ Snacks and drinks are permitted-and encouraged

Lunch:

- ✓ 30-minute lunch break every day from 11:30am-12:00pm

Hand Hygiene:

- ✓ WASH YOUR HANDS!!
- ✓ You are very likely to get sick within your first year working in the healthcare setting.
- ✓ Wash hands after each trip to the restroom, prior to eating meals, and in between any direct patient encounters.

eLearning to Complete

Complete First	INFO192	MyEducation Tutorial	1	0:20	
	EHR4046	Prelude Registration for Clinic Managers/Super Users, Front Desk Schedulers & Registrars	2	3:03	
	EHR4012	EHR: HIM ROI for Ambulatory Co-workers who use Quest Records	3	0:31	
	EHR1272	EHR: Confirming Appointments (Cadence)	4	0:12	
	EHR1350	EHR: Canceling and Rescheduling Appointments (Cadence)	5	0:11	
	EHR4179	Check In Ambulatory Appointments		0:36	
	EHR4035	Check Out Appointments (Cadence)		0:07	
	EHR3093	EHR: Auto Scheduler Overview		0:05	
	EHR4427	Scanning Clinical Documents in Media Manager		0:30	
	EHR4527	Front-End Presumptive Financial Assistance		0:30	
	EHR4171	EPIC Point of Service Collections & Deposit Process		0:45	
	EHR3061	EHR: 2014 Billing Daily Balance and Deposit Tool		0:25	
	EHR4033	Basic Referrals for Ambulatory Clinics (Cadence)		0:52	
	MAND335	PCI Training for Payment Handlers		0:20	
	CLIN1318	Mercy Interpreter Services		0:08	
	EHR4305	Epic Downtime Training for Clinics		0:12	
	MAND317	Early Heart Attack Awareness		0:15	
	EHR4052	Adding Coverage Workflow for Clinics		0:20	
				9:22	total
	Prof438	In class Signature Service activity	1hr		

Keys to Access

Name:	
Lawson ID (Use for: My Pay, H/R Self Service, Mercy Co-worker Store) Your Lawson ID is your “Co-Worker ID” number – This is assigned to you at time of hiring	
Network/Windows/System ID (Use for: Windows, EPIC, Outlook, Baggot Street, and My Education) Your Network ID is assigned to you – you do not have the option to set your own	
Areas to Access	Links
My Education from Baggot Street (Network ID & Password)	Go to baggotstreet.mercy.net (Click on “Hubs,” Look for “Education,” then click on My Education)
My Education Direct Access (Network ID & Password)	Healthstream.com/hlc/mercy
Outlook and Webmail (Network ID & Password)	Webmail.mercy.net (Webmail is the “App version” of Outlook)
Baggot Street (Network ID & Password)	Baggotstreet.mercy.net
Pay Stubs (Lawson ID & Password)	Mypay.mercy.net
WellRight (Email & Password)	https://healthification.wellright.com/Account/Login
Please, do not leave this out, with new password(s) noted.	

Password Requirements:

- Minimum of 8 characters
- One uppercase character
- One lowercase character
- One numeric character
- Cannot be the same as your User ID

NEED HELP?
Contact Help Desk at
1.866.440.3399

Keys to Access

Click the browser button on any Mercy computer

- Open the browser window and type <https://baggotstreet.mercy.net> in the address bar
 - Enter your Network ID
 - Enter your Network Password

Network Password Reset:

- mercyconnectopen.mercy.net
- Citrix NetScaler Gateway
- Enter Network ID and the Temporary Network Password provided to you by your Leader
- Reset Password – Reference Password Requirements listed on Pg. 9

MyEducation:

- Click MyEducation on your MyLinks page
- Click the red MyEducation Courses button
- First time users must reset their password
- User ID: Network ID
- Initial Password: Password1
- Reset your password - Reference Password Requirements listed on Pg. 9

Mercy m-wear can be purchased from the link below once you received your Lawson number and access to your mercy email. This system does not use the same password as any other mercy system because it is an outside vendor.

- <http://m-wear.scrubsandbeyond.com>

New Hire Self Registering Instructions:



- **Step 1: CREATE ACCOUNT**
- **Step 2: You will need to fill all fields**
- **First and last name**
- **Email address and phone number**
- **Create a Username and Password**
- **Create a Shared Secret Question and Answer**
- (The shared secret and answer will on be utilized if you lose the password to the site.)
- **Registration Passcode is: Mercy2020**
- **Click REGISTER**
- **Step 3: Click Continue**

- **Step 4: Click Mercy or Mercy Kids**(You may only choose Mercy Kids if you will be working in Peds)
- **Step5: You will select Non-Clinical**

Lawson/MyPay Password Reset:

- Click the Hubs tab on Baggot St
- Click Human Resources (HR) under the My Worklife section
- Select the MyPay tile
- Enter Lawson Number as your Username and the Temporary Lawson Password provided to you by your leader.
- Reset Password – Reference Password Requirements listed on Pg. 9

Please note: as a new coworker you will need to go into “Self-Service” to set up direct deposit and W4. Step 1 is to reset your Lawson/MyPay password first. (See above) Depending on your location while accessing you can find directions for this by searching Self-Service on Baggot St. Once you are in click the menu and W4 will be on the drop down, go all the way down and click on bookmarks the coworker self service

How to Log on to the Citrix Receiver

<http://mercyconnect.mercy.net>

If you are not on a Mercy computer then you will need to enter this link in your search bar.

Once the Citrix

If you are on a Mercy computer then look at the bottom right of the screen and locate the Citrix icon. Looks like a target.



Citrix NetScaler Gateway

Once Citrix opens look at the top of the screen and you will see 2 tab at the top of the screen. Favorites and Apps. Please choose APPS

Apps at the top of the screen of Citrix Receiver



Once you in the APPS you are looking for the St Louis playground. It will say Hyperspace PLYSTL 2020.



Your login and password is located on your tent card you received from Epic classes for playground