



Howie Real <makomed@gmail.com>

Activating Your UCI NET ID + Epic Training Instructions

3 messages

Andrea Ontiveros <Andrea.Ontiveros@ayahealthcare.com>

Fri, Jan 23 at 5:23 PM

To: Makomed@gmail.com <Makomed@gmail.com>

Cc: Hannah Karim <Hannah.Karim@ayahealthcare.com>

Welcome to UCI Health! We're excited to have you on our team.

Due to the Epic Reimagined Project, end-user training (October 6 – November 29), our trainers' schedules has shifted to cover early, late, and weekend classes. During this time, we are not be able to follow the standard Epic in-person training schedule. To ensure you receive timely access, we have developed comprehensive training videos.

These can be completed at home.

Before following the steps below, make sure you have your **UCInetID (this is your HS Account / username)**. - Please see the attached instructions to activate! **PLEASE COMPLETE THE ACTIVATING UCI NET ID INSTRUCTIONS ATTACHED FIRST BEFORE PROCEEDING BELOW.**

ID Number: GST00067198

UCInetID: HANBYUL

UCI Email: HANBYUL@hs.uci.edu

Make sure you have changed your password. See password tip sheet if you need to change your password. Call Help Desk 714-456-3333 if you get locked out.

Make sure you have your DUO Mobile app set up on your personal smartphone. You can call Help Desk at 714-456-3333 for assistance if needed for password change or DUO Mobile. Make sure you are in front of a computer when calling Help Desk.

For Inpatient Registry RNs: By completing the training requirements below, you will be credited 4 hours as this is typically how long the in-class training takes for Registry RN Epic class.

If you are a previous experienced Epic user at other hospital sites, do NOT assume that the workflows (processes) in your previous hospitals are the same as UC Irvine's.

Make sure to properly review all the recorded training videos below and called out tip sheets/links, etc to understand how Epic is used at UC Irvine Health and **we encourage that users log into the PLY**

environment to practice along with the training videos.

Important: The PLY Epic HD training environment will only accept the training usernames and password indicated on the **CIS – Inpatient Nurse – Mickey Patient PDF** attachment. It will NOT accept the user's real UCInetID or password.

Due Date to complete training and online assessment: ASAP

The sooner the assessment is submitted, the sooner real Epic access can be granted.

How to do training below:

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Accessing the PLY Environment from Home (computer required. Ipads or phones will NOT work)

1. Make sure and Mobile setup as described above.
2. Highly recommended DUO 2 monitors for web training. One monitor with the training videos open and the other monitor with the PLY training environment open following along with the videos.
3. Open your browser such as Google Chrome, Microsoft Edge, (or Safari for Macs.)
4. Go the website: horizon.hs.uci.edu
5. Enter your UCInetID (this is your HS account = username) and your password
6. If you don't have Citrix installed, and running on your computer, click Detect and Citrix Workspace app and download the Citrix app and run/install it on your computer. Once Citrix is installed, go back to the browser and check that you can get into the website. You should see this icon below. Double click on it to open.

8. Once PLY Epic HD is open, use the attached PDF called **CIS – Inpatient Nurse – Mickey Patient** and **choose one of them** using the username of **uciiprn##** (## is actually a real number in the CIS) and password of **train**.

9. Have the PLY environment on one screen and the training videos on the other screen. 10. On the other screen go to these links below to watch the recorded training videos:

(The videos are in a secure website so it will ask you to enter your UCI email and your password. Your UCI email is your username@hs.uci.edu and authenticate with your DUO Mobile app)

[IP RN Part 1.mp4](#)

[IP RN Part 2.mp4](#)

[IP RN Part 3.mp4](#)

The above are the videos you want to follow along and practice with the PLY Environment as best as possible)

(Optional) [Rover Support Videos](#)(16 videos in total.)

(Optional) [Baxter IV Pump Integration Training Videos](#) (11 videos total. Psych RNs do not have to watch these videos. All other inpatient RNs do. **Orange Medical Center is live with Pump Integration.**

11. Once you have completed the training videos and practiced in the PLY environment, you must complete and pass a short assessment and attestation linked here (the attestation is the last question of the assessment):

[Epic Inpatient RN Assessment – Fill out form](#)

An 80% (9 of 11 questions) or higher is required to pass. You will have multiple attempts. Every time the assessment is submitted, it notifies the Epic trainers.

12. Once the Epic trainer confirms your passing of the assessment, they will notify Epic Security to give access.
13. Once access is given, the real Epic (real patients) is this icon on the desktop which should be showing on the computers at the hospital. This is where you will log in with your own username and password.

Self Guided / Training Environment limitations:

1. If completing the training from home, you will need to override the MAR when asking to scan.
2. When attempting to follow the blood and scanning documentation, you will not be able to do this from home so just watch the video.
3. Certain training videos you will just have to watch because they were recorded in a different environment just to show you how to works and may not properly work in the PLY environment such as lab specimen collections.

Review these attachments, training video links, and tip sheet links:

1. (attachment) IP RN All Handouts – Content trained in Epic class plus some Epic Tip

Sheets for Inpatient RNs.

2. (attachment) Voalte One Tip Sheet – Tip sheet on how to use sign into Voalte and get their assigned Voalte phone number. Enter their assigned Voalte phone number in contact section of the Sign-In window of Epic. Voalte will be discontinued Dec. 6th, 2025 and will start using Epic Voip built inside Epic Rover app.
3. [Streamio - RN Beaker V4 - Lab Collection in EPIC for Inpatient Nurses](#) – how to collect and print lab labels in Epic. This is the same training video as the one titled 42. Beaker – Lab Specimen Collection.
4. [Rover Support Videos](#) – How to use Epic Rover app on your work phone. Make sure to always log into Rover at the start of your shift just like you log into Epic on the computer.
5. [UCIEMR - Care Plan \(2019 Update\).pdf - All Documents](#) – Care Plans are done in a very particular way here at UCI. Make sure you reviewed the Care Plan training videos and the attachment on how to properly create care plans in Epic here at UCI. This care plan process is NOT the same as the regular Epic care plan process. This is specific to UCI.

You can review all tip sheets for inpatient RNs located here: [UCIEMR - Shared Documents - Nursing Tip Sheets - All Docum](#)

Thank you,

Andrea M Ontiveros

Compliance & Credentialing Specialist III - Per Diem

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IP RN All Handsouts Except Med Barcodes June 2025 v2 (1) (2).pdf, CIS - Inpatient Nurse - Mickey Patient (2) (2).pdf, Change Password Tip Sheet v2 (1) (2).pdf, Activating UCI NET ID 2026.pdf, Wave 2 Login Testing Tip Sheet (2).pdf, Voalte One Tip Sheet V2 (1) (2).pdf

Andrea Ontiveros <Andrea.Ontiveros@ayahealthcare.com>

Fri, Jan 23 at 5:25 PM

To: Makomed@gmail.com <Makomed@gmail.com>

Cc: Hannah Karim <Hannah.Karim@ayahealthcare.com>

Hi! below is the correct information, my apologies please use this UCI NET ID when following

instructions.

UCI NET ID: HREALBUI

UCI Email: HREALBUI@hs.uci.edu

Andrea M Ontiveros | Aya Healthcare

Compliance & Credentialing Specialist III - Per Diem

P: 858.529.7985



From: Andrea Ontiveros <Andrea.Ontiveros@ayahealthcare.com>

Sent: Friday, January 23, 2026 5:22 PM

To: Makomed@gmail.com <Makomed@gmail.com>

Cc: Hannah Karim <Hannah.Karim@ayahealthcare.com>

Subject: Activating Your UCI NET ID + Epic Training Instructions

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How Real <makomed@gmail.com>

Mon, Jan 26 at 4:42 AM

To: Andrea Ontiveros <Andrea.Ontiveros@ayahealthcare.com>

Hi my name is spelled wrong it's Realubit so should be HREALUBI.

But I'll use this for now.

Also, is anyone gonna send me the orientation packet info for the first day at UCI tomorrow?

- Howard Realubit

818-359-8400

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