CST Training Checklist for Students

(E.g.: Nursing, Allied, Medical Imaging, etc.)

Updated Jul 31, 2020

CST training is mandatory 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)

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Check that you have received a **Health Authority Network Account/User ID *(ADID)*** from uas@hssbc.ca
- This email includes: 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
- Bring this email to reference it for account activation at the end of classroom training *(Your instructor will help activate your account at activate.healthbc.org during classroom training: time permitting)*

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

Contact your Health Organization Service Desk if you have not received any email from uas@hssbc.ca:

VCH Service Desk at 604-875-4334 or 1-888-875-4334
PHSA Service Desk at 604-675-4299 or 1-888-675-4299
PHC Service Desk at 604-806-9333

Your ADID allows you to log in to the computer on site. The CST Access & Provisioning team will also confirm the ADID associated with your CST Cerner access before your placement start date if you are a new user to CST Cerner.

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If you have a LearningHub account
- LearningHub account **MUST** be associated with your **academic email address** (e.g. name@student.ubc.ca)
- **How to update to an academic email address**

If you do not have a LearningHub account, **Sign up for a LearningHub account** with your **academic email address**

Step 2: Complete the e-Modules (avg. 2 hours)

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Log into LearningHub to complete your e-Modules (***How to use LearningHub***):

- **Complete the curriculum courses** – required for system access
- The CST Learning Team will enroll you into the applicable online curriculum and advise your placement coordinator/clinical instructor once you are enrolled

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

Step 5: Access granted

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The CST Access & Provisioning team will be notified automatically once you have completed all the training requirements and will enable your access to CST Cerner.

Note: access may not be granted immediately upon course completion due back-end processes.

Once on site, you can log in to a computer with your ADID and password (from step 1), and will be able to access the CST Cerner applications.

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