

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)

Check that you have received a **Health Authority Network Account/User ID (ADID)** from uas@hssbc.ca

- o This email includes: an Activation Code from User Access Services (uas@hssbc.ca)
- o This was sent to my academic email (e.g. name@student.ubc.ca) within 4 weeks of my placement start date
- o 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

- o 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

You must have your Health Authority Network Account/User ID (ADID) when you arrive on site for classroom training.

If you have a **LearningHub account**

- o LearningHub account **MUST** be associated with your **academic email address** (e.g. name@student.ubc.ca)
- o [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 prior to classroom training (avg. 2 hours)

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

- o **Complete the Curriculum courses** – required for system access
- o **Complete 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

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

If you need to attend classroom training:

- o Check that you have an email from LearningHub with your classroom training **date, time and location**
 - o *The CST Learning Team will coordinate your classroom training schedule*
 - o *Your Placement Coordinator and school Instructor will be given the training details*

If you do not need to attend classroom training – only e-Modules (Pharmacy or Lab student)

- o Make sure you have completed your e-modules

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

Bring the following to classroom training:

- o Full Name & Date of Birth
- o Network Account/User ID (ADID)
- o Activation Code (*if applicable – see Step 1*)
- o My **academic email address** that I used with my LearningHub account (*See Step 1*)

Step 5: Access granted

Once you have completes classroom training and related assessments, you will get access to CST Cerner. Login to a computer with your Network Account/User ID (ADID) and password (from step 1), open the CST Cerner application.

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