



Completing Your Curriculum Assignment and Online Courses

Accessing UMMS U

- Log onto the website.
 - Use the **HRCONNECTIONS** link, www.umms.org/hr-connections/employee if you are an employee at:
 - UMMS
 - UMMC
 - UMMC Midtown Campus
 - UM BWMC
 - UM CMG
 - UM Rehab & Ortho Institute
 - UM SJMC
 - UM Shore Regional Health
- OR
- Use the **UMMS U** link, <https://umms.csod.com> if you are an employee at:
 - UM CRMC
 - UM UCH
 - MWPH
 - Non-employees (i.e. agency, traveler, student, contractor, non-UMMS FTE)
- Type your **User ID**.
 - Employees:** Use your Employee ID number.
 - Non-employees:** Use FirstnameLastnameMMDD MMDD – month and date of birth
Ex. JohnSmith0120

Note: If your User ID is not working, contact your instructor.

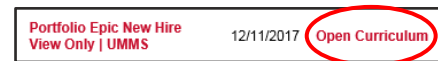
- Type your **password**.
 - The first-time password for all users is **Welcome1!**

Note: Upon your first login, you will be prompted to create a unique password. You will need to change your password every 90 days.

Completing Your Curriculum Assignment

Access Via My Training Section

- Log onto the UMMS U website.
- In the My Training section, look for the **Portfolio Epic...** assignment.
- Click the **Open Curriculum** link to begin your training.



- Select **Launch** to start the course.



Access Via Transcript

- Click the **My Training** link to open your Transcript.



- Click the **Open Curriculum** link to begin your training.



Note: If you do not see your assignment listed in My Training or your Transcript, inform your instructor in a classroom session or contact PortfolioTraining@umm.edu.






Please complete online courses in **numerical** order (100, 110, 300, 640, etc.)

Training Environment

The following link is for use during your training in-classroom training session only with guidance from your instructor.

- [Training Environment Link](#)

Helpful UMMS U Icons	
	<p>Curriculum: Represents a set or bundle of training modules that need to be completed by the student. The modules are usually held during a classroom event with a Training Facilitator to assist you. In some cases, you may be instructed to complete your training in a non-facilitated setting, such as in your clinical area or unit.</p>
	<p>Event: Events are sessions to be attended in person, such as in a classroom training session.</p>
	<p>Online Course: Online training module or course. This is also known as SLT, eLearning, or web-based training.</p>

Portfolio Epic Training Frequently Asked Questions

- What is the recommended browser to use for UMMS U?
 - The recommended browser is Internet Explorer versions 8 through 11.
- Can I use my cell phone or tablet to complete my training?
 - Currently, the UMMS U platform does not support using those devices.
- I tried accessing UMMS U, but having technical difficulties.
 - For help with technical issues, please contact the Help Desk at 410-328-HELP (4357).
- Do I have to complete Epic training if I used it where I previously worked?
 - Yes. UMMS needs you to learn the unique build that we use for Epic.