

1. Prepare the computer lab.
 - Reserve the computer lab.
 - Ensure any issues from the previous session have been resolved.

2. Identify orientation participants. This can be done during orientation if you have last minute arrivals.
 - Invite participants to the orientation session using the EPIC dashboard. (See **Invite Customers detail sheet**.)
 - Log in to your EPIC Tools and select customers tab. (test site - <https://testapps.il-work-net.com/epic/Admin/Customer>)
 - Under the DHS Search Tab - Search for the customer and select invite.
 - If you don't see the customer in the list – Select Add DHS Customer (See *directions on Invite Customers to Orientation handout*.)
 - Enter the orientation date, then your customers will appear in the intake tab and on your dashboard.
 - Export and print the list of participants for the session. This will include information to help customers log in to their account.
 - Make sure customers know what to bring to the orientation session.

3. Print materials
 - Customer instruction sheet. (Available in EPIC Partner Tools.)

4. The day of orientation:
 - Before orientation:
 - Set-up / turn on hotspots.
 - Turn on computers, updates may take place, allow sufficient time for this.
 - Note any issues with equipment and inform supervisor.
 - Open Google Chrome to EPIC homepage / Region Page on each laptop.
 - Ensure each seat has a “OK/Question” card.
 - Turn on projector.
 - After orientation:
 - Check that users signed-out of Illinois workNet.
 - Properly Shut-down computers, updates may take place, check back before closing the device.
 - Turn off projector.
 - Turn off hotspots.
 - Secure speakers, hotspots, and room.

Why Invite Customers to Orientation?

- Illinois workNet account is automatically created.
- Gives participant access to the application.

