

eStar Training: Virtual Training Checklist

Complete this checklist the day before your scheduled class(es)

- Access to a working computer and WIFI is required. If you do not have access and would like to complete your training at our 2525 West End Ave, Suite 212 you will need to reserve a seat here: [2525 West End, Suite 212 Seat Reservation](#)
- Access and verify your VUMC email. You will need your **VUMC ID** and **password**.
- Read the “**How to Prepare for eStar Training Guide**” for eStar Training information, device setup, and troubleshooting information.
- Log in and confirm access to the [Learning Exchange](#).** ([learningexchange.vumc.org](#))
 - Required for viewing your scheduled classes, eLearning completion, and required class assessments (EUPAs).
- Complete eStar class Prerequisites** (if applicable) located in the My Courses section of the [Learning Exchange](#). ([learningexchange.vumc.org](#))
- Log in and access <https://virtual.vumc.org/> ([virtual.vumc.org](#)) from the computer and location you will be taking class.**
 - Multi-Factor Authentication (MFA) **is required** when accessing VMWare from a non-Vanderbilt location. To submit a request for MFA, click [VUMC IT](#). (<https://www.vumc.org/enterprisecybersecurity/mfa-vumc>)
 - Please contact the Vanderbilt Help Desk for challenges acquiring MFA: **(615) 343-4357**
 - Required to connect to the eStar Virtual Desktop environment called Epic Playground.
- Verify access to Microsoft Teams** (<https://aka.ms/joinmeeting>)
 - Required to attend your class virtually. Your instructor will conduct training from Teams, and you will need to be both present and engaged in class.
- Download and/or print class materials emailed to you
 - Required to participate during class and independently after class.