

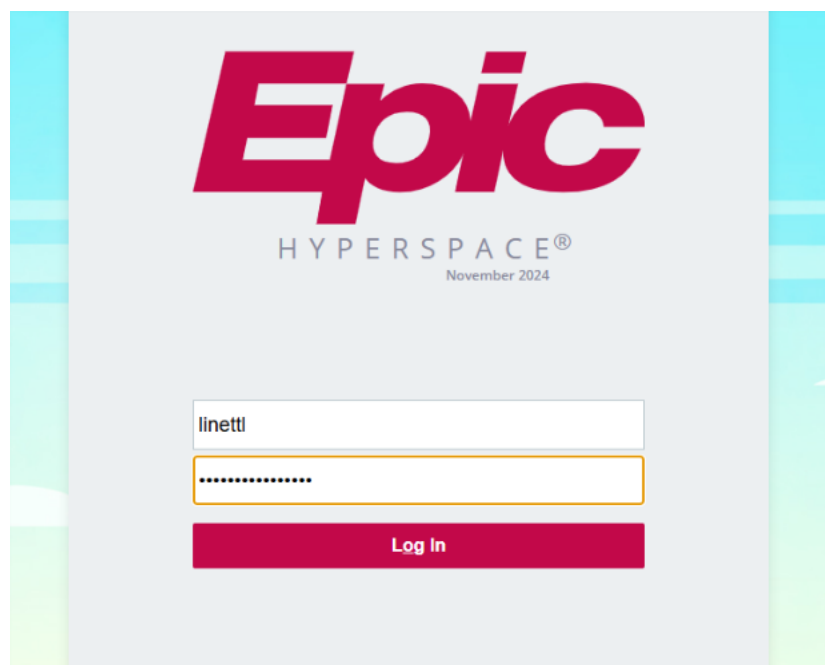
## APeX- How to Log into your Account

### Logging into APeX

This tip sheet will be used to help aid employees with logging in to their APeX (Epic) account.

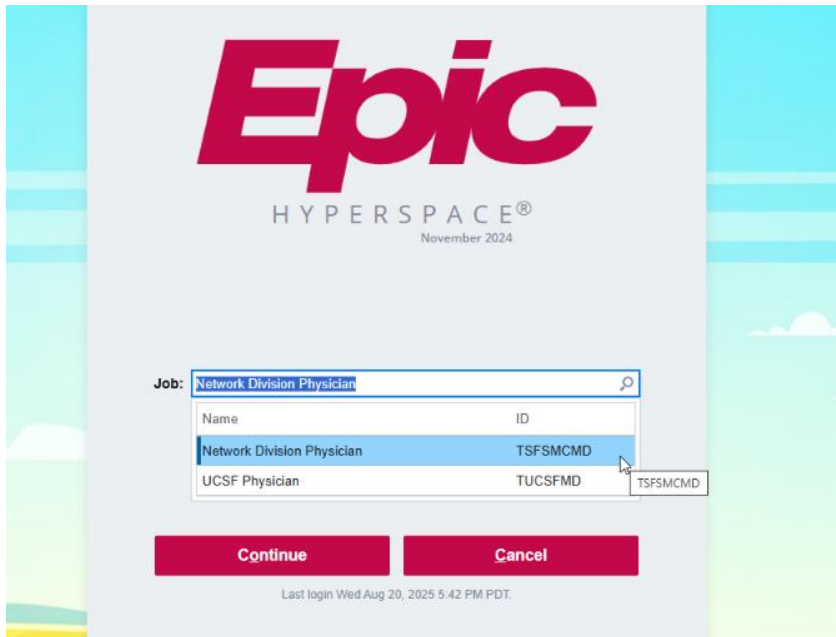
### Launching APeX (Epic)

1. Onsite (at a UCSF location): Double-click the APeX (Epic) icon on your desktop.
2. Remote (offsite, away from a UCSF location): Log in to the secure portal (VPN/Citrix), then select APeX (Epic)
3. Enter your APeX credentials. (username, password)
4. Select “Log In”.

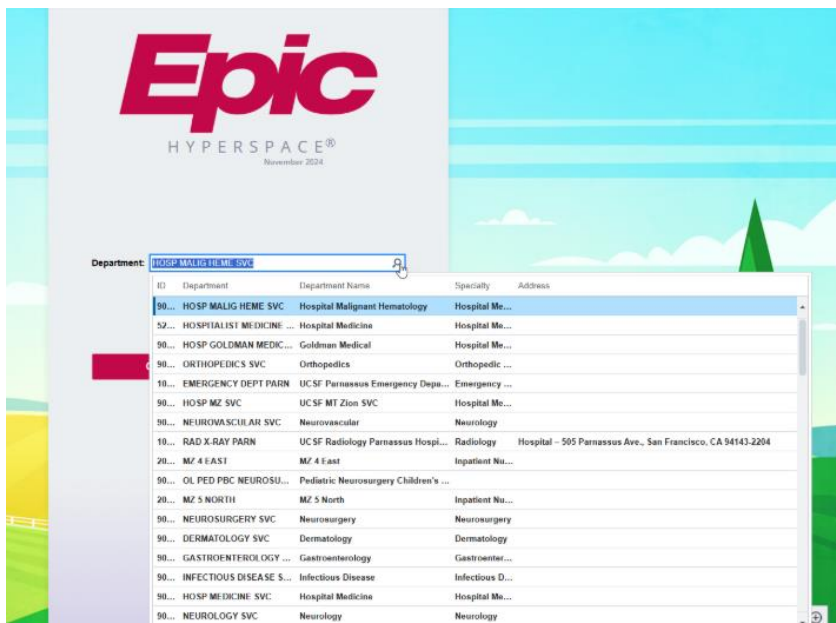


5. Select your job role (if applicable)
  - a. If you work at multiple sites, choose the appropriate job role for this session.

- b. Select the Network Division job when logging into APeX to work for St. Mary's or St. Francis
- c. If you work only at St. Mary's and St. Francis, skip to the department screen.



6. Confirm your department
7. If prompted, select the correct department/location for your shift.
  - a. When working in the hospital, select the SVC department that corresponds to your clinical service.



8. Click continue to sign in.

## Accessing Your Home Screen

9. After logging in, you will land on your Epic Home Workspace
10. From there, you can access:
  - a. Patient Lists
  - b. In Basket (messages, results, tasks)
  - c. Schedule (if applicable)