

EPIC: Unassigning Access Codes/Reclaiming Credits

Unassigning access codes and reclaiming credits can only be done if the person assigned the original code has not started their assessment. Credits cannot be reclaimed on completed or partially completed assessments.

Programs/websites needed: EPIC

Unassigning Access Codes/Reclaiming Credits:

1. Log into EPIC
2. On the left-hand side, drop down the arrow for "Manage Your Account."
3. Click on the second link, "Unassign Access Codes/Reclaim Credits."
4. Search for the individual originally assigned the access code by using their name, the date range of when the assessment was initially assigned, product family/product, and/or folder and sub-folders.
5. Click SEARCH
6. Check the box of the person you'd like to unassign
7. Click NEXT
8. Review the name/names you've selected and review the information.
9. If all is correct, click "Unassign Access Codes."
10. A pop up box will appear, asking if you'd like to send a customized email. If you don't, click "Cancel." If you do, click "Okay." (Remember, clicking "Cancel" will still send an email. It will just be a generic one.